



Policy /Procedure Document	
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Policy Owner:	Medical Staff
Required Approvals:	
Committee:	Medical Executive Committee
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TITLE:	CONTINUING MEDICAL EDUCATION REQUIREMENT
SCOPE:	All individuals who hold Clinical Privileges.
DOCUMENT TYPE:	N/A
PURPOSE:	Define requirements for continuing medical education (CME)
PHILOSOPHY:	N/A
DEFINITIONS:	N/A
PROCEDURE:	

Each individual who holds Clinical Privilege shall fulfill the following requirements for continuing medical education (CME).

1. Complete fifty (5) hours of CME appropriate to the Clinical Privileges held by the Practitioner every two (2) years, of which at least twenty-five (25) hours must be Category I. (Doctors of Dental Surgery must complete 50 hours certified by the American Dental Association.) Documentation of this information is to be submitted at the time of reappointment.
2. In the event a Practitioner fails to meet the CME requirement, their reappointment will be deemed a conditional reappointment with the balance of CME hours to be completed by the next reappointment, in addition to the ongoing CME requirement.
3. In the event that a Practitioner fails to meet the CME requirement for two consecutive reappointment cycles, the Practitioner's reappointment application shall be deemed incomplete and will not be further processed. The Practitioner will be notified and if the required CME has not been completed by the end of the Practitioner's appointment period, Membership and Privileges will lapse. At this point, the Practitioner would be required to complete the accumulated hours of required CME and then reapply for Medical Staff Membership and/or Privileges, and pay all appropriate fees, including the current application fee if they desire Medical Staff Membership and/or Privileges.
4. The CME requirement will be waived for Practitioners who are recent graduates of training programs and are undergoing their first reappointment.

Document Revision History:		
Revision Date:	Revised By:	Summary of Changes:
05/06/2002	Medical Staff	Original Document
05/02/2011	Medical Staff	
07/2015	Michael Blakesley, MD	Policy format and minor edits. Added clarification when a practitioner fails to meet the CME requirement for two consecutive reappointment cycles.