## CME Review Committee Schedule:

 The CME Review Committee meets the first Wednesday of the month to discuss applications. Applications will be turned into the Office of CME 3 weeks prior to allow for adequate time for the committee members to review. They will not accept applications submitted to the committee less than 3 months prior to the date of the activity.

 The course director will be informed of the committee’s discussions the week after the committee meeting.

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| **Deadline for Submitting CME Applications to the Office of CME** | **Schedule for Members of the CME Review Committee To Review CME Applications** |
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| Wednesday, September 16, 2020 | October 8, 2020 (Thursday meeting) |
| Wednesday, October 14, 2020 | November 5, 2020 (Thursday meeting) |
| Wednesday, November 11, 2020 | December 2, 2020 |
| Wednesday, December 16, 2020 | January 6, 2021  |
| Wednesday, January 13, 2021 | February 3, 2021 |
| Wednesday, February 10, 2021 | March 3, 2021 |
| Wednesday, March 17, 2021 | April 7, 2021  |
| Wednesday, April 14, 2021 | May 5, 2021 |
| Wednesday, May 12, 2021 | June 2, 2021 |
| Wednesday, June 16, 2021 | July 7, 2021 |
| Wednesday, July 14, 2021 | August 4, 2021 |

**The committee is responsible for:**

a. Providing oversight for the conduct of FSM continuing medical education activities

b. Ensuring that CME activities comply with FSM Office for Regulatory Affairs (located at <http://www.feinberg.northwestern.edu/compliance/index.html#coi-links> ) and ACCME Standards for Commercial Support (<http://www.accme.org/> ) policies and procedures

c. Reviewing and approving the continuing medical education content

d. Verifying that the content is free of commercial bias

e. Verifying that a balanced view of therapeutic options is presented

f. Ensuring there is not a conflict of interest for those faculty involved in the planning or presentation of the educational content

g. Ensuring that continuing medical education activities comply with the medical school’s policies and procedures

h. Providing recommendations to the course director and planning committee.