## CME Review Committee Schedule:

The CME Review Committee meets the first Wednesday of the month to discuss applications (unless otherwise noted). The deadline to submit your applications is 3 weeks prior to the meeting to allow adequate time for the Office of CME to do a review prior to sending it to the committee.

The Office of CME will not accept applications less than 3 months prior to the date of the activity. The coordinators of a conference should not promote or request funding (grants or exhibits) until an application has been approved for CME.

Contact Sheryl Corey ([Sheryl.corey@northwestern.edu](mailto:Sheryl.corey@northwestern.edu)) with any questions.

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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** |
| Wednesday, August 17, 2022 | September 7, 2022 |
| Wednesday, September 14, 2022 | October 5, 2022 |
| Wednesday, October 12, 2022 | November 3, 2022 (Thursday meeting) |
| Wednesday, November 16, 2022 | December 7, 2022 |
| Wednesday, December 14, 2022 | January 4, 2023 |
| Wednesday, January 11, 2023 | February 1, 2023 |
| \*Wednesday, February 16-22, 2023 | March 1, 2023 |
| Wednesday, March 15, 2023 | April 5, 2023 |
| Wednesday, April 12, 2023 | May 3, 2023 |
| Wednesday, May 17, 2023 | June 7, 2023 |
| Wednesday, June 14, 2023 | July 5, 2023 |
| Wednesday, July 12, 2023 | August 2, 2023 |

**\*The CME application is being updated and will be CLOSED for new applications from January 12-February 15. The new application will be available for March’s meeting on February 16 and will be due by February 22.**

**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.