

CME Review Committee Schedule:

The CME Review Committee meets the first Wednesday of the month (January – June) and the second Thursday (July – December) to discuss applications. 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.

<b>Deadline for Submitting CME Applications to the Office of CME</b>	<b>Schedule for Members of the CME Review Committee To Review CME Applications</b>	<b>Regional campus CME application deadline to submit to Feinberg CME*</b>
Wednesday, August 16, 2023	Thursday, September 14, 2023	Monday, September 11, 2023
Thursday, September 21, 2023	Thursday, October 12, 2023	Monday, October 9, 2023
Thursday, October 19, 2023	Thursday, November 9, 2023	Monday, November 6, 2023
Monday, November 20, 2023 (Early submission date due to holiday)	Thursday, December 14, 2023	Monday, December 11, 2023
Wednesday, December 13, 2023	Wednesday, January 3, 2024	Wednesday, December 13, 2023 (Early submission due to holiday)
Wednesday, January 17, 2024	Wednesday, February 7, 2024	Monday, February 5, 2024
Wednesday, February 14, 2024	Wednesday, March 6, 2024	Monday, March 4, 2024
Wednesday, March 13, 2024	Wednesday, April 3, 2024	Monday, April 1, 2024
Wednesday, April 10, 2024	Wednesday, May 1, 2024	Monday, April 29, 2024
Wednesday, May 15, 2024	Wednesday, June 5, 2024	Monday, June 3, 2024
Thursday, June 27, 2024	Thursday, July 18, 2024	Monday, July 15, 2024
Thursday, July 25, 2024	Thursday, August 15, 2024	Monday, August 12, 2024

**\*Regional campus CME committees:**

- West Region CME Committee – CDH, Delnor, Kishwaukee Hospital, Marianjoy Hospital, and Valley West Hospital
- Northwest Region CME Committee – McHenry Hospital, Huntley Hospital, and Woodstock Hospital
- North Region CME Committee – Lake Forest Hospital

**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.