

**SAMPLE
DIRECTOR OF MEDICAL EDUCATION
JOB DESCRIPTION**

INTRODUCTION

The Director of Medical Education (DME) provides oversight for the development, direction and coordination of all continuing medical education activities of the institution/organization he/she serves.

It is strongly recommended that the DME is a physician and an active member of the organization whose role is to assess and improve physician practice, core team communication and patient outcomes. He/she may solicit input from other staff, healthcare professionals (i.e. Designated Institutional Officer, Health Sciences Librarian) or committees to identify educational needs and develop activities.

The DME should participate in accreditation education offerings by Massachusetts Medical Society (MMS) as soon as feasible upon assuming the role, which includes the MMS Annual Directors of Medical Education Conference.

Administrative Responsibilities:

1. With the Continuing Medical Education (CME) Committee and CME Coordinator, manage the continuing medical education program in accordance with the overall mission and objectives of the organization. Ensure compliance with the Accreditation Council for Continuing Medical Education (ACCME) criterion and policies including the Standards for Commercial SupportSM as adopted by the MMS.
2. With the assistance of the CME Committee and other stakeholders, develop the educational mission statement that serves as the basis to implement changes in learner competence, performance, and/or patient outcomes.
3. Inform the hospital administration and/or Board of Trustees of the organization of the CME mission, accreditation policies and procedures and ongoing status of the CME program. Inform administration about new requirements related to maintenance of licensure (MOL), board maintenance of certification (MOC) and CME.
4. Provide leadership in all phases of the development of continuing medical education and actively communicates with various committees to recommend related policies. Encouraged to serve on a Medical Staff Executive Committee or leadership board of the organization.
5. Secure financial and administrative support required to conduct all live CME activities (i.e. physical facilities, AV equipment, personnel).
6. Maintain compliance for activities that are jointly provided.

7. Ensure timely submission of the Annual Report to the ACCME outlining the size and scope of the organization's CME program utilizing ACCME's Program and Activity Reporting System (PARS).

Planning Responsibilities:

8. Ensure compliance with the ACCME Standards for Commercial SupportSM. This includes developing CME activities that are independent of commercial interests, maintaining a separation of promotion from education, and actively promoting improvements in health care vs. proprietary interests of any commercial interest.
9. With the CME Committee and other sources such as quality improvement, identify the professional practice gaps and educational needs of the organization's learners. May delegate to and coordinate educational efforts with the leadership of various departments or committees. Ensure that professional practice gaps and needs assessment data are recorded and documented, in every instance utilizing ACCME, ABMS or IOM Core Competencies.
10. When appropriate, implement activities that meet re-licensing requirements of the Massachusetts Board of Registration in Medicine.
11. With the CME Committee, coordinate selection and recruitment of faculty to meet specific educational needs. Responsible, with the CME Committee, for planning CME activities that include: establishing learning objectives, selecting appropriate content and interactive learning formats, incorporating desirable physician attributes, identifying and resolving potential conflicts of interest, and evaluating activities to foster changes in learner's competence, performance and/or patient outcomes. With the assistance of the CME coordinator, responsible for promoting activities and recording attendance/participation.
12. With the CME Committee, develop a plan to conduct an overall CME program analysis which identifies, plans and implements the needed or desired changes in the overall program that are required to improve on the ability to meet the CME mission.
13. With support from the CME Committee, incorporate into the CME efforts new developments (i.e. new techniques, materials, and learning/teaching methodologies) in the fields of continuing education and professional development.