

## **Instructions for CME Application**

Texas Heart Institute is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. All CME activities accredited through Texas Heart Institute Office of Continuing Medical Education (OCME) must include the following elements:

- Educational needs
- Educational objectives
- Appropriate educational design and format
- Evaluation at the conclusion of activity
- Disclosure of commercial support
- Disclosure of the existence of any significant financial interest or other relationship a faculty member or the provider has with the manufacturer(s) of any commercial product(s) discussed

All CME conferences conducted with Texas Heart Institute occur in one of the following ways: sponsored by the Office of Continuing Medical Education, cosponsored by the Office with another department of the Institute, or jointly sponsored by the Office with a non-accredited organization. The Office of Continuing Medical Education provides the administrative structure required by ACCME, including systems to assure that requirements are met and to perform the necessary record keeping.

The Office of Continuing Medical Education will work with other departments within the Institute to conduct educational activities (e.g., grand rounds, special seminars, and other presentations) directed primarily at physicians within the Institute. Processes for designating and recording credits are coordinated by the Office of Continuing Medical Education. Similar arrangements are made for CME conferences conducted by our hospital affiliates, St. Luke's Episcopal Hospital and Texas Children's Hospital.

The Office of Continuing Medical Education may enter into arrangements to jointly sponsor a CME activity with a non-accredited organization, such as a local professional society or foundation. For jointly sponsored activities, the Institute (as the accredited provider) must be able to show with written documentation that each CME activity was planned and implemented in compliance with the Essential Areas and Elements and the Standards for Commercial Support as outlined by the ACCME. Neither the mere review of a written application nor the fortuitous presence of a Texas Heart Institute Professional Staff member on an organization's planning committee is adequate to designate credit hours. Requests to initiate jointly sponsored activities for internal or external audiences should be directed to the Office of Continuing Medical Education.

Applications for CME activities and designation of credit will be provided upon request. When completed and returned, the application will be reviewed by the Office of Continuing Medical

 **TEXAS HEART<sup>®</sup> INSTITUTE**  
*at St. Luke's Episcopal Hospital*  
Office of Continuing Medical Education

Education. Upon completion of this review, the Office of Continuing Medical Education will submit the application to the Texas Heart Institute Medical Education Committee.

The Committee will meet to review the application and to recommend the number of CME category credit, or the Committee may suggest ways to enhance the program's content, faculty, target audience, and learning objectives. If the Committee recommends enhancements, such program enhancements should be resubmitted to the Committee within thirty (30) days. The program director(s) may be requested to attend Committee meetings at which the program is reviewed. Upon satisfactory completion of the review process, the Committee will approve the program and designate credit.

Applicants will be provided timely notification of the results and be informed if any further action is necessary.

Any individual desiring to initiate a CME activity should contact the office:

**Office of Continuing Medical Education, Texas Heart Institute**

PO Box 20345, MC 3-276

Houston, TX 77225-0345

Phone: 832-355-2157

Fax: 832-355-3089

Email: [cme@heart.thi.tmc.edu](mailto:cme@heart.thi.tmc.edu)