

**FA027 | Policy on Activity Roles**

**Policy Type:** Administrative/Operations  
**Responsible Administrator:** David Sakala,  
Director, Continuing Medical Education, Office of  
Faculty Affairs  
**Responsible Office:** Faculty Affairs

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**Training Required:** No  
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**Approved by:**



Marc J. Kahn, MD, Dean

**Date:** June 17, 2024

**Definitions**

N/A

**Statement of Purpose**

The purpose of this policy is to outline the roles and responsibilities of individuals involved in the planning, presenting, and evaluation for accredited continuing education provided by the Kirk Kerkorian School of Medicine at UNLV ("SOM") to ensure accountability, delivery of high-quality educational content, and to meet the compliance requirements.

**Entities Affected by This Policy**

All SOM individuals affected are required to understand and comply with this policy. A record of this policy will be kept accessible to all individuals affected and made available upon request.

**Required Acknowledgement**

All entities affected are required to acknowledge they have read and understand this policy.

**Policy**

All individuals involved in accredited continuing education at the SOM agree to abide by all policies, requirements, and standards set forth by the Accreditation Council for Continuing Medical Education ("ACCME"), American Medical Association ("AMA"), the SOM, and the University of Nevada, Las Vegas ("UNLV").

All individuals involved in accredited continuing education agree to disclose all financial relationships within the prior 24 months to determine the absence or presence of relevant financial relationships before assuming an activity role. Assuming activity roles in accredited continuing education is contingent on meeting the requirements of the SOM.

### **Activity Chair**

The Activity Chair must be a physician at the SOM.

The Activity Chair is responsible for overseeing the planning, development, presentation, and evaluation of accredited continuing education. The Activity Chair ensures compliance with all applicable policies, requirements, and standards of the ACCME, AMA, SOM, and UNLV.

The Activity Chair may delegate specific tasks to other individuals involved in the planning, presentation, and evaluation of accredited continuing education, however, they retain full responsibility for the educational activity.

### **Co-Activity Chair**

The Co-Activity Chair supports the Activity Chair in overseeing the planning, presentation, and evaluation of accredited continuing education. The Co-Activity Chair may share responsibilities related to the management and oversight of accredited continuing education. They also help ensure accredited continuing education complies with all applicable policies, requirements, and standards of the ACCME, AMA, SOM, and UNLV.

### **Planners**

Planners may be subject-matter experts, educators, and other content developers involved in planning and developing accredited continuing education activities. Planners ensure educational content is accurate, relevant, and uses evidence-based approaches.

Planners work in conjunction with the Activity Chair to identify the following:

- Educational needs derived from relevant data sources (e.g., peer-reviewed literature)
- Professional practice gaps and learning objectives
- Educational outcomes and measurements
- Learning modalities/formats
- Obstacles/barriers in education and strategies to overcome them
- Appropriate target audience

## **Related Documents**

[ACCME Key Steps for the Identification, Mitigation, and Disclosure of Relevant Financial Relationships](#)

## **Contacts**

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