

Revoked/Denied Applications

Effective date: April 2, 2018

Functional area: Continuing Medical Education (CME)

Department: Spectrum Health Office of Medical Education (OME)

1. **Purpose:** To establish a protocol for denial and/or revocation of CME Activities. To establish a protocol for the renewal process when CME activities are denied or revoked
2. **Responsibilities:** CME personnel
Spectrum Health Hospitals is accredited by the Michigan State Medical Society to provide Continuing Medical Education (CME) for physicians. The CME Office is responsible for ensuring compliance with the ACCME Essential Areas, Elements, Criteria, Policies and Standards for Commercial Support as well as other regulations as they relate to the quality of CME.
3. **Denial/Revocation:**
 - 3.1 It is the mission of Spectrum Health Hospitals to serve the educational needs of faculty members and community physicians. At times it may be necessary to revoke or deny authorization of accreditation for CME activities or renewing applications
 - 3.1.1 An application will be denied if it is incomplete. The CME Office staff will make every attempt to provide further instruction as necessary so requester understands how to complete the application
 - 3.1.2 Renewal Applications: If measured change from the previous period is not provided at the time of renewal, the application will not be renewed
 - 3.1.3 At any time during the approved accreditation period, requirements are not followed, accreditation may be revoked Spectrum Health Hospitals CME Committee reserves the right to terminate CME accreditation due to non-compliance of ACCME guidelines at any time
 - 3.1.4 The CME Committee reserves the right to audit activities, and when doing so will follow system policies and privacy
 - 3.2 **Re-application Process:**
 - 3.2.1 When Spectrum Health Hospitals CME Committee declines approval of CME accreditation for a new or renewing application, the minimum time period for reapplication will be three months from date of review. The re-application time period could be extended at the discretion of the committee. No new applications will be considered during this time frame for the parties involved

4. Instruction:

4.1 Members of the committee are available to provide instruction about the processes required for compliance