

Responsible Use of Artificial Intelligence (AI) Procedure

Department: Continuing Medical Education (CME)

- 1. Purpose:** This procedure defines the appropriate use of generative AI, within the Corewell Health accredited CME West program. Generative AI refers to machine-based/data systems that create new content from user input and prompts. CME activity organizers and educators must ensure that all content remains scientifically valid, independent from bias, transparent, and secure when developing content with the use of artificial intelligence. This policy aligns with Corewell Health's systemwide AI standards and ACCME guidance on responsible AI use in accredited education.
- 2. Responsibilities:** CME Personnel and presenters for CME approved events

Corewell Health West Michigan 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 Standards for Integrity and Independence in Accredited Continuing Education](#), [Guidance on the Responsible Use of Artificial Intelligence \(AI\) in Accredited Continuing Education \(CE\)](#) as well as [Corewell Health systemwide policy on Artificial Intelligence \(AI\) Tools](#).

3. Guiding Principles

3.1.1 Transparency of AI Use: When AI is used in the creation or development of educational content, educators and presenters should disclose its use. This is especially true when the tools are used to generate, modify, or analyze educational materials.

- Disclose the name, version, and date of use of the AI tool.
- Describe the purpose for which AI was used, such as drafting, data analysis, or assessment creation.
- Inform learners when content was created or edited with AI assistance, including slides, written materials, or assessments.
- Include additional disclosure elements: model/source identification, an indication or statement that outputs were verified by a human reviewer (including who and how).

3.1.2 Human Oversight, Accuracy & Accountability: AI can improve efficiency and design, but it cannot replace professional judgment. Current systems may lack ethical and context-specific decision-making and may produce errors, biased outputs, or even fabricated citations. Therefore, educators remain responsible for content integrity and data oversight. For fixed AI-generated materials like slides or handouts, providers must review and approve them, check for errors and bias, maintain version control, and ensure clinician oversight for accuracy and reliability. When learners use AI in real time, providers must rigorously monitor the system and remind users that AI can make mistakes and that final clinical decisions always rest with humans.

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- Content is reviewed and approved by named, qualified individuals before dissemination to learners.
- Content is checked for factual errors or “AI hallucinations.”
- Content is screened for bias or stereotyping in clinical or demographic representations.
- Accompanied by version control and traceability, indicating who reviewed what, and when.
- Identified, experienced clinicians should have oversight and confirm that recommendations and outputs are accurate, scientifically valid, unbiased, and reliable.

3.1.3 Privacy & Data Protection: Educators should not compromise learner privacy. Specifically:

- Obtain consent from learners before allowing their data or identity to be shared with any third party.
- Be careful to avoid inputting protected health information (PHI) or personally identifiable information (PII) into AI tools unless those tools meet organizational, legal, and ethical data privacy requirements.
- For activities involving proprietary or sensitive data, use only AI platforms that the accredited provider’s institution has approved.
- De-identify evaluation, outcomes, or learner performance data.

3.1.4 Approved Tools Only: Educators may use AI tools only if approved by the Artificial Intelligence Center of Excellence (AI CoE), the healthcare institution, and properly onboarded; public/open tools are prohibited for Corewell purposes unless an exception is approved. Please see the [Corewell Health systemwide policy on Artificial Intelligence \(AI\) Tools](#).

3.1.5 Prohibited/High-Risk Uses: High-risk uses of AI are not recommended by Corewell Health CME and are discouraged by the ACCME. Per the ACCME, if AI must be used for the purposes listed below, extra caution is required. Strong safeguards, professional oversight, and expert review must be in place to ensure safe and appropriate use. In general, AI should not be used for the following purposes:

- Generating diagnostic or treatment recommendations without clinical validation.
- Entering or storing sensitive content in public or non-secure AI platforms.
- Automating analysis or summaries that bypass bias, independence, or accuracy checks.