



Policy 1.0

Policy Name: Advisory Committee Membership

Policy

With consideration to the recommendation for the Committee, the chair and Committee members' appointment will be made by the Dean of the College of Medicine.

Procedures

- 1) The term of appointment is two years with the option of renewal without limit.
- 2) Committee members will complete a disclosure annually. No one will be permitted to serve on the Committee if they refuse to disclose.
- 3) If a member has a conflict of interest concerning a CPD educational activity, the member will recuse them self from reviewing the activity application.
- 4) If a Committee member elects to discontinue service on the Committee, another committee member will be appointed.
- 5) If a Committee member does not attend or review CPD applications for one fiscal year, the member is contacted to see if they want to remain a member. If not, they will be released from the Committee and another appointed.

Duties

- 1) Ensure that the Criteria and Standards for Commercial Support of the Accreditation Council for Continuing Medical Education (ACCME), UCF Industry Relations Policy and Guidelines and the UCF/CPD missions are maintained when reviewing CPD activity applications for credit.
- 2) Committee members will have final decision on approval/denial of CPD educational activity applications.
- 3) Review faculty presentations for possible conflicts of interest.
- 4) If no member opposes approval of an educational activity application (regardless of the number of responses) the activity is approved.