

1.2.17 Continuing Health Care Education Planning Committee

(a) Policy

The Continuing Health Care Education (CHCE) Planning Committee provides oversight for the development, implementation, and dissemination of continuing medical education activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance of health care providers. Continuing Medical Education improves the quality of care provided to patients and is eligible for Continuing Medical Education credits pursuant to requirements defined in the Business & Professions Code, Division 2, Chapter 5, Article 10 Section 2190.1.

(b) Responsibility

(1) Statewide

California Correctional Health Care Services (CCHCS) Deputy Director (DD), Medical Services, and the Deputy Medical Executive (DME), Policy and Provider Workforce, are responsible for the statewide planning, implementation, and evaluation of the CHCE policy.

(2) Regional

The Regional leadership are responsible for ensuring that primary care providers and other applicable clinical staff attend Continuing Medical Education trainings and apply evidence-based recommendations to their practice as appropriate.

(3) Institution

Health care leadership is responsible for the following:

- (A) Overall health care staff adherence to this procedure at the institution within the appropriate discipline.
- (B) Health care staff participation in appropriate discipline-specific Continuing Medical Education trainings.
- (C) Implementation of evidence-based practice to appropriate staff.

(c) CHCE Planning Committee Membership and Meetings

- (1) The Chair shall be a DME or Assistant DME appointed by the DD, Medical Services. The Chair shall assist the DD, Medical Services, in selecting members of the committee from among CCHCS/California Department of Corrections and Rehabilitation (CDCR) staff.
- (2) Voting members (and alternate designees) shall be appointed by the DD, Medical Services, based on demonstrated expertise and active interest in CHCE from among CCHCS/CDCR staff nominated by relevant clinical leaders for each discipline:
 - (A) Chair, Clinical Documentation and Decision Support Committee
 - (B) Three Headquarters (HQ) Physician Managers
 - (C) One Regional Physician Manager or designee
 - (D) Three Institution Physician Managers
 - (E) One CNE or Nurse Consultant Program Review designee
 - (F) One Chief or Senior Psychologist
 - (G) One Chief or Senior Psychiatrist
 - (H) One Chief or Supervising Dentist
- (3) Committee members may choose a designee to serve in their stead. Designees must be approved by the Chair or the Chair's designee.
- (4) Non-voting participants shall include:
 - (A) The author of the activity application.
 - (B) Presenter(s).
 - (C) Subject matter expert(s).
- (5) A quorum for purposes of voting shall include at least seven committee members. In the event that seven voting committee members are not present or if a tie occurs, agenda items and applicable materials shall be sent to committee members to vote via electronic vote (e-vote).
- (6) All voting members (including when there are more than required for a quorum) present at the committee meeting shall be eligible to vote to approve or reject activity application.
- (7) The committee shall be scheduled monthly but may be cancelled if there are no items for review.
- (8) Documentation of committee recommendations and resulting decisions shall be retained for three years.

(d) Continuing Medical Education Requests

(1) CHCE Activity Proposal

- (A) A CHCE Activity Proposal is not required for HQ submissions.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
Health Care Department Operations Manual

- (B) Upon approval from the Chief Medical Executive, institution health care staff shall submit a CHCE Activity Proposal form for approval by the committee two months in advance of anticipated presentation date
 - 1. A copy of the CHCE Activity Proposal Form can be found on Lifeline under the Medical Services Clinical Resources: <http://lifeline/HealthCareOperations/MedicalServices/Pages/Resources.aspx>.
 - 2. Submissions should be sent to: CMEReview@cdcr.ca.gov.
- (C) The CHCE Activity Proposal Form is an abbreviated outline of the CHCE Category 1 Credit Application Form and is used to determine if the activity is appropriate to receive Continuing Medical Education credit and allows the author to understand in advance what elements will be needed for the full application. The CHCE Activity Proposal Form shall consist of:
 - 1. Section 1: Activity Description
 - 2. Section 2: Leadership and Administrative Support
 - 3. Section 3: Planning
 - 4. Section 4: Needs Assessment and Education Design
- (D) The committee support staff shall preliminarily review the forms for completeness.
- (E) Once the committee accepts the CHCE Activity Proposal, the institution may submit a CHCE Category 1 Credit Application Form.

(2) CHCE Application

- (A) A CHCE Category 1 Credit Application is required by the committee and shall be submitted for approval. All sections of the form must be filled out prior to submission.
 - 1. A copy of the CHCE Category 1 Application can be found on Lifeline under the Medical Services Clinical Resources: <http://lifeline/HealthCareOperations/MedicalServices/Pages/Resources.aspx>.
- (B) The CHCE Application includes extensive planning to outline the Continuing Medical Education description, support and implementation to ensure education provided is thorough, complete, and appropriate to receive Continuing Medical Education credit. The CHCE application shall consist of items listed in Section (d)(1)(C).
- (C) If the application is approved, the committee shall contact the author and determine a mutually acceptable timeframe to present the activity.
- (D) In preparation for the committee meeting, the author shall create a presentation or visual to share. The presentation shall be sent to the CHCE Planning Committee support staff ten days prior to the presentation date to ensure appropriate visibility and functionality.

(3) CHCE Planning Committee Scope of Review

- (A) Submissions for Continuing Medical Education credits shall be considered by the committee in the order in which they are received, absent extenuating circumstances approved by the Chair.
- (B) The committee shall review, evaluate, and discuss the information provided by the author of the CHCE Category 1 Credit Application and obtain additional information as deemed necessary.
- (C) The following criteria shall be considered by the committee regarding whether or not the activity will be recommended for approval:
 - 1. Activity description that includes location, anticipated dates, and type of activity (e.g., internet/webinar, live course, enduring material, other).
 - 2. Professional practice gaps to be addressed and learning objectives to be achieved through activity (e.g., data, sources, physician attributes/core competencies, alignment with CHCE and CCHCS missions).
 - 3. Educational design/methodology and educational strategies to achieve objectives.
 - 4. Cultural and Linguistic Competency implemented to address competency as required by California Business and Professions Code, Section 2190.1.
 - 5. Addressing biases in health care.
 - 6. Evaluation and outcome measurements based on knowledge, performance, and patient outcomes.

(4) Continuing Health Care Education Committee Decisions

- (A) Once the committee has made a decision on a request for activity for Continuing Medical Education credits, the committee shall inform the author of the activity of the decision based on criteria noted in Section (d)(3)(C).
- (B) If the committee does not approve the activity, it shall be sent back to the author. The author shall receive the CHCE Category 1 Credit Application and make edits suggested by the committee.
 - 1. The author may make edits and submit the CHCE Category 1 Credit Application for presentation to the committee at a following meeting.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
Health Care Department Operations Manual

2. The edited application may be sent out for committee vote via email.

(C) If the committee approves the activity, the author may work with the Education and Training Unit to implement their activity.

1. If the approval takes place during the meeting, the author shall be notified at that time.

2. If the approval of activity is done via e-vote, the author shall receive an email from the CHCE Planning Committee support staff informing of the committee's approval.

(5) Attending Continuing Medical Education Activities and Obtaining Credit

(A) To enroll for an upcoming CHCE course, clinical staff shall review the corresponding "Save The Date" emails sent from the CME Review mailbox, and save the corresponding appointment invite to their Outlook calendar.

(B) Following attendance, attendees shall appropriately complete the attendance sign-in sheet with their personal details, and return it to: CMEReview@cdcr.ca.gov to obtain Continuing Medical Education credit.

(C) Attendance for each activity is tracked by CHCE Planning Committee support staff, and annual transcripts are provided to the field.

(D) Continuing Medical Education credit shall be obtained by completing the post-test and returning it to: CMEReview@cdcr.ca.gov.

(6) Attending Prior Continuing Medical Education Activities

(A) Previously given Continuing Medical Education activities can be viewed on the CHCE Planning Committee SharePoint site via Lifeline.

(B) Credit may be obtained by following the same steps as outlined in Section (d)(5) Attending Continuing Medical Education Activities and Obtaining Credit.

References

- California Business & Professions Code, Division 2, Chapter 5, Article 10, Section 2190.1
- California Department of Corrections and Rehabilitation, Department Operations Manual, Chapter 1, Article 30, Section 15030.8, Program and Policy Coordination Section.
- California Medical Association, CME Accreditation, AMA PRA Category 1 Credits(s)TM

Revision History

Effective: 11/2021