

## DEPARTMENTAL POLICY AND PROCEDURE (DPP) NEW/REPEATED CME ACTIVITY REQUEST FOR THE DEANSHIP OF POSTGRADUATE EDUCATION

### Contents

- 1.) Guidelines and Duties in Conducting a CME Activity in coordination with the Symposia/Conferences Division, Deanship of Postgraduate Education, KSAU-HS
  - \* The Scientific Committee Chairman's essential qualifications and skills requirement.
  - \* Detailed Duties and Responsibilities of a Scientific Chairman - scientific responsibilities and organizing functions.
  - \* The DPE Organizing Committee - responsibilities and significant guidelines.
- 2.) Proposal Form for New CME Activities

### Introduction

To commence a new educational activity, it is essential that all aspects of the activity on the pre-course preparation be addressed. The overall success of the activity greatly depends on receiving complete information and requirements that are in accordance to the set procedures and guidelines outlined in this document.

It is essential the requesting Department has to fill-out the attached SCD Proposal Form for New Continuing Medical Education (CME) Activities to facilitate the process in obtaining the approval of the Postgraduate Education Committee on Continuing Medical Education (CFO#KSAU-HS-009-14).

The duly accomplished **SCD Proposal Form** shall be submitted to the Dean of Postgraduate Education, KSAU-HS, who is also the Chairman at least **five (5) months prior to the proposed activity date**. At the call of a DPE Committee meeting, the requesting Department shall designate a representative to present the proposal to the Committee, confirms their presentation and submits their presenter's name and contact details for ease of communication.

The Postgraduate Education Committee on Continuing Medical Education (CFO#KSAU-HS-009-14) will review the proposal against the following criteria:

- 1.) The activity is of immediate relevance to the Ministry of National Guard - Health Affairs and the needs of healthcare professionals.
- 2.) The proposed activity must comply with the Symposia/Conferences Division mission and vision.
- 3.) The activity's objectives should enhance the target audiences' knowledge in medical, clinical and technical proficiency on patient care delivery.
- 4.) The income generated from the activity registration fee shall exceed the overall expenses required to conduct each activity (or as financially self-sustaining educational activity) or ensure financial coverage through sponsorships.
- 5.) The activity's theme adheres to the standards and guidelines mandated by its associated worldwide scientific body.
- 6.) The activity has the potential to be internationally recognized and accredited by a scientific body at a later date.

# SYMPOSIA & CONFERENCES DIVISION



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية  
King Saud bin Abdulaziz University for Health Sciences

## Introduction

Further, all DPE approved proposals requiring **CME accreditation hours** shall be processed through the Symposia/Conferences Division, which will consequently submit to the Medical Education Division of the Deanship of Postgraduate Education for a minimum of **three (3) months** prior to the proposed activity date. This is in adherence to the Saudi Commission for Health Specialties' requirement on the submission of application for Continuing Medical Education (CME) hours, which is *three (3) months before holding the activity*.

The Symposia/Conferences Division is a self-funded facility, hence, we must invest in adopting and developing educational activities of medically related significance and credibility with financial feasibility.

For any inquiry regarding the SCD Proposal Form, please contact the Symposia/Conferences Division at telephone number (011) 429 9999 extension 91011 or email us at [dpe-scd@ksau-hs.edu.sa](mailto:dpe-scd@ksau-hs.edu.sa)

## Guidelines and Duties in Conducting A CME Activity in Coordination with the DPE

### THE SCIENTIFIC COMMITTEE CHAIRMAN ESSENTIAL QUALIFICATIONS AND SKILLS REQUIREMENT

#### **The Activity Scientific Committee Chairman must:**

- 1.) Be a licensed practicing physician/healthcare practitioner (Consultant) and practitioner in the respective specialty of the training activity and has a provider and at least, has an instructor status in the specific activity he is directing.
- 2.) Already had a precise involvement in Medical Education and in innovative training, educating, or directing providers, basic & advanced healthcare practitioners in the geographic area.
- 3.) Be familiar with the current local standards or operational educational orders in the region.
- 4.) Have demonstrated proven leadership skills, emphasizing collaboration and teamwork to develop potential positive opportunities.
- 5.) Be competent to give guidance to participants and faculty on issues that are brought to their attention regarding the course philosophy, course content, and rationale on current science and patient care issues.
- 6.) Be familiar and comply with the local and international standards related to the educational activity.
- 7.) Be approved by the Postgraduate Education Committee on CME, affiliate faculty and have met other necessary requirements.

### DETAILED DUTIES & RESPONSIBILITIES OF A SCIENTIFIC CHAIRMAN *Scientific Responsibilities and Organizing Functions*

#### **I. Before the Postgraduate Education Committee Approval**

- 1.) Prepares and completes the **SCD Proposal Form for New CME Activities**, taking in consideration important points that are indicated in the **SCD Proposal Form**, as follows:
  - 1.1.) Activity name and level. Specify the name of the activity and its level (basic/fundamental, intermediate, or advanced).
  - 1.2.) Activity Date. Finalizes the activity proposed date based on SCD's availability.
  - 1.3.) Activity Venue. Recommends activity location, outline/design and capacity.
  - 1.4.) Target Audience. Specify target audience, including the exact number.
  - 1.5.) Scientific Program. Presents tentative scientific program with timeline for the entire event.

## DETAILED DUTIES & RESPONSIBILITIES OF A SCIENTIFIC CHAIRMAN

### *Scientific Responsibilities and Organizing Functions*

- 1.6.) Source of Fund. Defines and secures funding from registration fee, departmental fund and company sponsorships.
- 1.7.) Assurance that the activity is educationally sound and free of commercial influence.
- 1.8.) To assign representative in the Organizing Committee for Scientific Committee.
- 1.7.) All meetings will be done in DPE Building, KSAU-HS, Riyadh.
- 2.) Submits to the Dean of Postgraduate Education, KSAU-HS, the fully accomplished and duly signed *SCD Proposal Form* and *Guidelines Form in Conducting a New CME Activity*, which defines the roles of Scientific Committee Chairman and Organizing Committee (SCD).
- 3.) Designate a representative to attend and present the proposal and thereafter, confirms and ensure its presentation at the scheduled meeting of the Postgraduate Education Committee on Continuing Medical Education (CFO#KSAU-HS-009-14).

### **II. After the Postgraduate Education Committee Approval**

- 1.) Meets with the Dean of Postgraduate Education on the first meeting of the activity's Scientific Committee.
- 2.) Meets with the SCD Organizing Team (Dean of Postgraduate Education, Administrative Affairs Director or SCD Manager and Coordinator) at least once to formally launch the activity organization and maintain regular communication until the activity's scientific program and required logistical arrangements are finalized.
- 3.) Attends all Organizing Committee meetings or assigns a Scientific Committee member as a representative to attend meetings and coordinate with the Organizing Committee.
- 4.) All Organizing Committee meetings will be done at the DPE Building, KSAU-HS.
- 5.) Agrees with the final arrangement/confirmation from the SCD management on the proposed activity date.
- 6.) Complies with the time frame of required submissions related to other departments and as per the Approved Policies and Procedures and usual actions in the Deanship of Postgraduate Education.
- 7.) Responsible for quality assurance of activity outline and design in terms of scientific knowledge and proper conduction.
- 8.) Prepare and review the Scientific Program content for the conference and workshop, if any.
- 9.) Ensures that visual designs and formats support the KSAU-HS visual activity and main educational goals of the activity.
- 10.) Ensures that appropriate printed and electronic educational materials supporting participants' learning objectives are made available to all target audiences.
- 11.) Calls and manages all scientific committee meetings with necessary parties through activity preparations and immediately update the organizing committee with any sudden changes.
- 12.) Selects and confirms activity's faculties, moderators and speakers and provide their CVs to SCD accordingly.
- 13.) Submits all requests for any activity materials and educational packages needed that requires to be printed or graphically designed with adequate time to resolve disputes that may arise and in accordance with the DPE policies and procedures.
- 14.) Responsible for any late information or requests given to assigned SCD Coordinator and submissions through SCD, as per policies.
- 15.) Ensures all educational presentations' contents can be presented ethically and are free of commercial biases.
- 16.) Ensures all course evaluation procedures are suitable to meet the needs of curriculum planning and revision, if needed.
- 17.) Recommends and ensures provision of the activity's source of fund and any replacements and solutions to problems related to fund, if any.
- 18.) Provide list of companies to SCD after initial communication with probable sponsoring companies.

## DETAILED DUTIES & RESPONSIBILITIES OF A SCIENTIFIC CHAIRMAN

### *Scientific Responsibilities and Organizing Functions*

- 19.) Ensures availability of adequate financial funding, resources, exhibition requirements additional necessary resources such as medical equipment to conduct the activity.
- 20.) Ensures compliance with international copyright laws for all printing materials provided by the Chairman and is aware that MNG-HA and KSAU-HS is not responsible for any related violations committed.
- 21.) Identifies potential problems as early as possible.

### III. During the Activity

- 1.) Must be physically present on-site daily, all throughout the activity.
- 2.) Always available during the activity to answer all participants' inquiries and individual concerns.
- 3.) Ensures all faculty members assigned are checked-in and ready to do their presentations.
- 4.) Always available and ready to serve and cover for any absent speaker, or as needed.
- 5.) Ensures smooth enrollment in the registration and lectures in collaboration with the assigned SCD Coordinator.
- 6.) Monitors speakers' performance.
- 7.) Assures that there is no marketing or other sales activity in the room in where the activity is being conducted.
- 8.) Troubleshoots with the SCD Coordinator to ensure smooth conduction of the activity.

### IV. After the Activity

- 1.) Ensures all objectives and expected outcome of the activity are achieved.
- 2.) Measures the outcome of the activity.
- 3.) Evaluates speakers' overall presentation performance.
- 4.) Identifies future speakers, determine essential resources and equipment for the next activity, and inclusion of hands-on sessions.
- 5.) Addresses any issue directly or through the activity Coordinators to the DPE Administrative Affairs Director or Manager, SCD.
- 6.) Revises the activity goals and objectives annually by developing them based on the activity evaluations and represent the importance and need of the event's continual conduction, with suggested faculty names and possible expansion and development of the activity's scientific committee.

## THE SCD ORGANIZING COMMITTEE RESPONSIBILITIES AND SIGNIFICANT GUIDELINES

- 1.) **All approved PEC-CME proposals** must be organized in coordination with SCD and in accordance to SCD's Academic Calendar.
- 2.) The PEC-CME approves only one **Symposia or Conference** for each department of specialty, which will be conducted every other year.
- 3.) **Opening Ceremony** for all events must be approved by the Postgraduate Education Committee on CME Chairman and submitted by the Dean of Postgraduate Education to the President of KSAU-HS for final approval and confirmation.

# SYMPOSIA & CONFERENCES DIVISION



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King Saud bin Abdulaziz University for Health Sciences

- 4.) **Sponsorship.** All communications with prospective sponsors, such as from medical companies, has to be initiated by the Activity's Scientific Committee Chairman and follow-ups shall be through the SCD only, which is responsible to communicate further with Logistics & Contracts Management Department.
- 5.) SCD shall be responsible for all International and National Speakers / Presenters / Facilitators / Faculties, for logistics including ticketing, visa processing, accommodation, meet and greet and transportation.
- 6.) Accreditation of CME hours from SCFHS and other organizations if required.
- 7.) Communicating to sponsors and sending invitations and securing commitment letters through Logistics and Contracts Management.
- 8.) Venue management and exhibition layout, if any.
- 9.) Promotional and printing materials.
- 10.) Information Technology Services and needs including website, mobile application, barcode scanners and IT staff support.
- 11.) Public Relations coordination for Opening Ceremony Program and VIP Invitations and Seating including publishing Arabic News stories and inviting Media Channels.
- 12.) Media Services needs including audio-visual support for the whole event with video and photo coverage, Opening Ceremony and event and social dinners.
- 13.) Technical Affairs support including operation of on site escalators and elevators.
- 14.) Registration and support for other areas inside the venue.
- 15.) Support Services including Housekeeping and ensure venue cleanliness.
- 16.) Support Services including transportation.
- 17.) Property Management support including allocation of needed chairs and tables.
- 18.) Security Services clearance/gate pass for the staff including safeguarding materials and event equipment.
- 19.) Conference Registration (Pre-registered and On-site):
  - \* Workshop Areas and Registration
  - \* VIP Area, Attendance Scanning Area, Lecture Hall
  - \* Support Staff Assignments
  - \* Badges
  - \* Plaques and VIP Gifts
- 20.) All events **coordination & communications** are responsibility of the DPE Management and Coordinators only.
- 21.) Any change in the activity package, program and printing materials, must be submitted a month prior to the activity date.
- 22.) All follow-up of requested services must be done by the SCD assigned Coordinator.
- 23.) **Educational Activity's Budget.** Estimation of activity budget or required expenses is SCD's function and responsibility.
- 24.) **Activity's financial issues.** All financial matters, processing and follow-ups, are SCD's function and responsibility.
- 25.) **Honorarium.** Remunerations for individuals who contributed to the activity, such as Honoraria for faculties and support staff are reasonable and assured by the SCD since these are in accordance to existing approved policies and procedures of the MNG-HA and KSAU-HS. Further, these will be processed and paid only if it is included in the approved educational activity budget.

\* PEC-CME stands for Postgraduate Education Committee on Continuing Medical Education

\*\* A CME activity can be any of the following: Symposium, Conference, Seminar, Official Scientific Meeting, Course, Workshop, Day Activity and Training Program.

\*\*\* SCD stands for Symposia & Conferences Division in DPE.

# SYMPOSIA & CONFERENCES DIVISION



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King Saud bin Abdulaziz University for Health Sciences

I, the undersigned, have read and agreed on the guidelines stated in this form and to conduct the activity based on the available resources and current practices of SCD on CME activities including other arrangements as Scientific Chairman for the activity below.

Activity Title: \_\_\_\_\_

Name of Scientific Committee Chairman: \_\_\_\_\_

Signature: \_\_\_\_\_

Badge No.: \_\_\_\_\_

Date: \_\_\_\_\_

# SYMPOSIA & CONFERENCES DIVISION



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية  
King Saud bin Abdulaziz University for Health Sciences

## PROPOSAL FORM FOR NEW CME ACTIVITIES

(Please fill out this form clearly, legibly and completely)

Request Date:

### I. REQUESTOR'S INFORMATION:

**Department Details:**  KAMC  KSAU-HS  MNG-HA  KAIMRC  Others \_\_\_\_\_

Department Name:

Dept. Mail Code:  E-mail Address:

**Department Head's Name:**

**Activity Requestor's Name:**  Position/Title:

Badge No.:  Pager No.:  Mail Code  Fax No.:

Tel. No.:  E-mail Address:

**Activity Coordinator Name:**  Position/Title:

Badge No.:  Pager No.:  Mail Code  Fax No.:

Tel. No.:  E-mail Address:

**Activity Admin. Asst. Name:**

Telephone No.:  E-mail Address:

### II. TYPE OF REQUEST:

New Educational Activity  Others, specify: \_\_\_\_\_

Repeated/Revised Educational Activity

### III. TYPE OF ACTIVITY:

- Symposium (min. 1 day, max. 2 days)  Forum (max. 2 days)  Includes Workshop  
 Seminar (max. 1 day)  Summit (max. 1 day)  Assembly (max. 1 day) Others, specify: \_\_\_\_\_  
 Conference

### IV. NUMBER OF PARTICIPANTS

	Lecture Only	Workshop Only	Lecture & Workshop
Minimum No. of Participants			
Maximum No. of Participants			

# SYMPOSIA & CONFERENCES DIVISION



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King Saud bin Abdulaziz University for Health Sciences

## V. SUGGESTED TITLE OF ACTIVITY (to be approved by the Committee / as requested by the SCFHS):

English:

Arabic:

Specialty:  Sub-Specialty:

## VI. PROPOSED ACTIVITY DATE (as per availability of PTC Calendar):

No.	Start Date	End Date	Duration	
			Time:	
1st				
2nd			Number of Days:	
3rd			Total Hours:	

\* Event can be conducted every two (2) years if approved by the Committee as the need of the specialty.

## VII. VENUE/LOCATION:

- KSAU-HS Convention Center**
- Main Auditorium (1,500 seats)
- Lecture Hall **A** (250 seats)     Lecture Hall **B** (110 seats)     Lecture Hall **C** (110 seats)

\* SCFHS: Saudi Commission for Health Specialties

- DPE (Deanship of Postgraduate Education) Building, KSAU-HS Campus**

Room Type	No. of Rooms	Room Type	No. of Rooms
<input type="checkbox"/> Large Auditorium (200 seats)		<input type="checkbox"/> Open Hall	
<input type="checkbox"/> Lecture Hall (100 seats)		<input type="checkbox"/> Wet Lab/Workshop	
<input type="checkbox"/> Classroom (50 seats)		<input type="checkbox"/> Skills Lab/Workshop	
<input type="checkbox"/> Classroom (24 seats)		<input type="checkbox"/> Computer Lab (EBM)	

## VIII. TARGET AUDIENCE:

Specify:

## IX. ACCREDITATION FROM A MEDICAL/HEALTH SCIENTIFIC BODY:

- Local      Organization Name:
- International      Organization Name:



# SYMPOSIA & CONFERENCES DIVISION



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King Saud bin Abdulaziz University for Health Sciences

Type:  Ministry  Society  Association  Other, specify:

## X. ORGANIZING COMMITTEE (max. 5 members):

Role	Name	Position/Department
Chairman:	Prof. Fayez Al Hejaili	Dean, Deanship of Postgraduate Education
Co-Chairman:		
Members: 1.)		
2.)		
3.)		
4.)		
5.)		

Note: One (1) Scientific Committee member to attend scheduled meetings with the Organizing Committee and could be the Chair or other member.

## XI. SCIENTIFIC COMMITTEE (max. 5 members):

Role	Name	Position/Department
Chairman:		
Co-Chairman:		
Members: 1.)		
2.)		
3.)		
4.)		
5.)		

Note: One (1) Scientific Committee member to attend scheduled meetings with the Organizing Committee and could be the Chair or other member.

## XII. SPEAKERS:

1.)		6.)	
2.)		7.)	
3.)		8.)	
4.)		9.)	
5.)		10.)	

National \_\_\_\_\_ Number of Speakers (maximum of 16)

International \_\_\_\_\_ Number of Speakers (maximum of 8)

### Special Arrangements for Speakers:

Business Visa  Hotel Accommodation  Meet & Greet  Transportation

Social Riyadh Tour  Evening Hotel Gathering  Scientific Gathering (at hotel)

Others, specify:

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King Saud bin Abdulaziz University for Health Sciences

### XIII. INTRODUCTION AND SCOPE:

*(Limit to 100 words only)*

### XIV. OBJECTIVES *(Five main objectives only):*

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_
- 5.) \_\_\_\_\_

### XV. POSTER PRESENTATION/ABSTRACTS

There must be a sub-committee for the review and selection of the materials.

The sub-committee shall be created by the Scientific Committee for this matter.

- Poster Presentation     OralPresentation     Abstract Upload in Website

# SYMPOSIA & CONFERENCES

## DIVISION



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية  
King Saud bin Abdulaziz University for Health Sciences

### XVI. PROGRAM SCHEDULE (or attach the Activity Program and Speakers' CV Summary Form):

(Submit the Program Schedule 3 months before the actual activity date)

Time	Topics	Speakers

Note:

\* Lecture, minimum of 1/2 hour, maximum of 1-1/2 hours only.

\*\* Kindly follow the same format.

### XVII. OPENING CEREMONY Yes No

Please be informed that the Opening Ceremony requires prior approval of the CEO and President. This applies only to big events.

### XVIII. FUNDING SOURCE

<input type="checkbox"/> Suggested Registration Fee	Amount in SAR
Educational Activity Fee	

<input type="checkbox"/> Departmental Budget	Amount in SAR
Cost Code No.:	

<input type="checkbox"/> Sponsoring Company*		
Name of Sponsor Company	Contact Person & Details	Amount in SAR

\* Minimum of 3 companies, as tentative, and initial communication has to be done in advance. Budget Form and Sponsorship categories can be requested if needed. Please send email to dpe-scd@ngha.med.sa.

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King Saud bin Abdulaziz University for Health Sciences

## XIX MATERIALS TO BE PROVIDED

- Poster  Banners  Roll-ups  Badges  Program Schedule  Certificates  
 Other, specify: \_\_\_\_\_

## XX. IT SUPPORT

- Website  Email distribution to target audience  Email distribution to all participants in database

## XXI. CATERING REQUIREMENT:

Type	Inclusive Date	Time
<input type="checkbox"/> Breakfast		
<input type="checkbox"/> Coffee Break		
<input type="radio"/> Morning		
<input type="radio"/> Afternoon		
<input type="checkbox"/> Refreshment		
<input type="radio"/> Morning		
<input type="radio"/> Afternoon		
<input type="checkbox"/> Lunch		
<input type="checkbox"/> Dinner		

## XXII. REQUIRED ATTACHMENTS TO THIS FORM:

Submit this form with the following documents, *duly accomplished and signed/approved*:

- Guidelines in Conducting CME Activity in coordination with PTC, DPE.  
 Activity Program  
 List of potential company sponsors and contact details  
 Saudi Commission for Health Specialties CME/PD - **Speakers CV Summary Form and copies of IDs and SCFHS cards if applicable**

Other documents submitted and attached herewith, *please specify*:

- 1.): \_\_\_\_\_  
 2.): \_\_\_\_\_

## XXIII. MEDIA SUPPORT

- Twitter Publication  Video Production\*\*

\*\* Short film about the department and latest achievements in their field of specialty.

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King Saud bin Abdulaziz University for Health Sciences

## APPROVALS:

### PRIOR TO SUBMISSION TO THE PEC-CME

(Postgraduate Education Committee on Continuing Medical Education, CFO# KSAU-HS-009-14)

#### Proposed by:

#### Chairman of the Activity's Scientific Committee:

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
Signature Date

#### Department Head/Chairman

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
Signature Date

#### Recommended for presentation to PEC-CME for Symposia/Conferences Division by:

\_\_\_\_\_  
**DR. NOOF KHALID AL BAZ**

**Director**, Continuing Professional Development  
Deanship of Postgraduate Education  
King Saud bin Abdulaziz University for Health  
Sciences

### AFTER PRESENTATION TO THE PEC-CME

#### Approved by:

Approved for implementation

Other: .....

\_\_\_\_\_  
**DR. FAYEZ AL HEJAILI**

**Chairman**, Organizing Committee for Educ'l. Activities  
**Chairman**, Postgraduate Education Committee on CME  
(CFO No. KSAU-HS-009-14)

**Dean**, Deanship of Postgraduate Education  
King Saud bin Abdulaziz University for Health Sciences

\_\_\_\_\_  
Signature Date