

Baystate Medical Center

Policies and Procedure: Division of Academic Affairs

Individuals Reviewing Policy

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Policy: BH-AA-

Effective Date: July, 1999

SUBJECT: Continuing Education Activity Timelines

I. POLICY

Baystate Health Office of Continuing Education (OCE) uses a standardized timeline format in the planning phase for continuing education activities.

II. PURPOSE

This policy offers guidance in establishing a timeline for planning continuing education activities, since

III. SCOPE

This policy applies to all conferences and seminars provided or co-provided by the Office of Continuing Education

IV. PRINCIPLES

1. A well-planned timeline is a critical element toward the ultimate success of the educational design/CE event.

IV. PROCEDURES

1. The timeline is planned/shared with the Program Director/Planning Committee
2. Program planner(s) is notified when timeline increments are not met
3. Since compressed timelines may result in poor attendance/financial deficit, the Director may advise re-scheduling the date.

Effective Date: July, 1999

Revision dates:

8/2001	7/2005	6/2006	7/2008			
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