

**Pennsylvania Medical Society**

Committee on Continuing Medical Education

Accreditation Survey Agenda Template

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| **Time** | **Event** | **Persons** |
| 1:30 - 1:45 PM | *Introductions, review of survey process* | PAMED surveyors |
| 1:45 - 2:00 PM | *Overview of CME program highlighting accomplishments, challenges, goals* | CME leadership, coordinator (m*ay also include CEO and other organizational leaders* |
| 2:00 - 3:15 PM | *Review of Self Study report and activity files* | Survey team, CME program leadership & other key staff |
| 3:15 - 3:30 PM | *Survey concludes, PAMED survey team convenes* | PAMED surveyors |

MemberServices/CME/ProviderAccreditation-Process&Surveys/Surveys/Documents&Tools/CMESurveyScheduleTemplate – Afternoon Survey