

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	April 2000
Section 2.4	Administrative and Support Departments	Revised:	March 2012
Policy 2.4.1	Continuing Education	Responsibility:	Vice President for Academic, Faculty and Student Affairs

CONTINUING EDUCATION

Overview

The Health Science Center is committed to life long learning by providing Continuing Education (CE) programs for the practicing health professionals in the Texas, the nation and the world. The School of Nursing, the School of Medicine, the Dental School and the School of Health Professions have formal programs that are accredited to provide continuing education for those specialties. These programs are administered on a cost-recovery basis by designated, self-supported CE offices under the Dean’s Office in the School. These offices collaborate with each other in providing inter-professional programs and with other accredited health related institutions or professional associations in providing these programs. The Teleconference Network of Texas in collaboration with the respective CE office is a provider of accredited continuing education programs.

Policy

The respective office of CE will have oversight over all accredited CE activities occurring on any of the Health Science Center campuses (Main Campus, Regional Academic Health Center, Research Park and Laredo Campus). This includes accredited activities that are directly sponsored, jointly sponsored or co-sponsored. The respective office of CE will serve as the final authority in any decisions related to all accredited CE activities occurring on or sponsored by any Health Science Center component.

It is intended that continuing education activities primarily utilize Health Science Center faculty. However, with appropriate justification, courses may be approved by the President for offering elsewhere in the continental United States. Courses intended primarily for residents of Hawaii, Alaska or foreign countries may be offered at those sites with the approval of the President. Such courses should not utilize state funds.

Courses to be sponsored or co-sponsored outside the continental United States (including sea voyages or cruises) not primarily for residents of Hawaii, Alaska, or foreign countries may be offered with the approval of the President and the Chancellor of The University of Texas System upon the receipt of appropriate documentation as to their necessity.

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In accordance with the University of Texas *Regents' Rules and Regulations*, [Rule 80105](#) and [80106](#), all CE activities occurring on the Health Science Center campus will be either directly, jointly or co-sponsored by a respective health profession school, and if accredited, the respective CE office. The Dean of the respective School or his/her designee and if an accredited activity, the respective CE office shall review and approve the activities to assure compliance with national and/or state accreditation guidelines and standards. *Regents' Rules and Regulations*, [Rule 80101](#), states that "any authorized use of [UT facilities] must be conducted in compliance with the provisions of the *Regents' Rules and Regulations*, the approved rules and regulations of the institution, and applicable federal, state and local laws and regulations".

Topics

Appropriate topics for continuing education may include any subject that has the potential of improving the effectiveness or efficiency of health care professional and/or patient health outcomes. Recommendations for topics relating directly to the education of physicians, dentists, nurses, or health professions should be made through the appropriate CE office in the responsible School. When a decision is made to sponsor a requested program, the appropriate CE office, will act as the responsible agent of the Health Science Center for purposes of planning, organizing, administration, accrediting and evaluation.

Definitions

ACCREDITED CE ACTIVITIES: Activities that are accredited by a state or national accreditation body, such as the Accreditation Council for Continuing Medical Education, the American Nurses Credentialing Center's Commission on Accreditation and Texas Nurses Association.

DIRECTLY SPONSORED: Activities are defined as those CE activities led or organized by any Health Science Center School, clinical departments, centers, institutes or offices or a Health Science Center faculty serves as the Course Director or a majority (over 50%) of the presenters are Health Science Center faculty.

JOINT SPONSORSHIP: Activities are defined as those CE activities led or organized by a non-Health Science Center entity that is not an

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accredited CE provider and wishes to hold a CE activity on any of the Health Science Center campuses. These entities may be an outside School, health facility, foundation or medical society. When planning a CE activity, the School, health facility, foundation or society would need to apply for Joint Sponsorship and, the respective CE office will work with the appropriate clinical department to appoint a faculty to serve as a Health Science Center faculty sponsor for the CE activity.

CO-SPONSORSHIP: Activities are defined as those activities sponsored by any entity other than Health Science Center Schools, clinical departments, centers, institutes or offices and are accredited by a CE accrediting body and wishes to hold an accredited CE activity on any of the Health Science Center campuses. Our CE office will provide CE Co-sponsorship and at minimum, will review all program materials such as brochures, flyers, e-mail announcements, program books, etc to:

- Protect the integrity/credibility of the institution.
- Ensure the institutional seal/logo is used correctly.
- Ensure that participants can clearly identify the CE accredited provider.

Fees

Pursuant to *Texas Education Code*, Section 54.545, each participant registered in an extension, correspondence or other self-supporting course at the Health Science Center will be charged a reasonable fee set in an amount sufficient to recover the costs of providing the course.

The cost basis for a proposed fee should include all incremental costs of creating, marketing and delivering the course including salaries and applicable benefits for staff, faculty, teaching assistants, seminar speakers, tutors, graders and other instructional personnel; travel costs for both staff and instruction personnel; all facility charges including appropriate administrative overhead charges (i.e. institutional support, information technology support, central administration/office support); charges for provision, maintenance and necessary upgrades of required equipment and software used by course participants or required to support the course offering; charges for textbooks, materials and supplies if provided directly to participants; miscellaneous costs including postage, fax and telephone expenses; and, for certain

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courses, the cost of supplemental seminars, events and activities required or participants.

For accredited CE activities, the appropriate administrative fees for sponsorship will be established between the respective office of CE after determining the degree of sponsorship (Direct, Joint or Co-Sponsorship). The CE administrative fee is in addition to fees charged for utilization of space by the Office of Academic Space Allocation, Planning and Scheduling.

Faculty Compensation

Faculty compensation can be provided for those activities that are beyond normal Health Science Center responsibilities as determined by the Chair and approved by the Dean of each School. All requests for payments for continuing education services to Health Science Center employees must be made to the President's Office on the [Request for Approval of Payment to Employee for Additional Services](#). Payments by the Health Science Center will be made through the Payroll Services Office and will be subject to routine deductions and withholdings. The provisions of this policy apply only to payments other than normal travel reimbursements. Approval and payment for travel should be made in accordance with Health Science Center travel regulations. Payments to non-Health Science Center employees who provide services for Continuing Education programs are covered in the *Handbook of Operating Procedures*, [Section 6.1.4](#), "Payments to Consultants and Non-Employees".
