



RIVERSIDE METHODIST HOSPITAL

**CONTINUING MEDICAL EDUCATION**  
**AUDIENCE RESPONSE SYSTEM USAGE POLICY**

**PURPOSE:** The purpose for this policy is to clarify the intended uses for the audience response system (ARS) owned by the CME Office of Medical Education at Riverside Methodist Hospital. This policy has been developed in order to identify appropriate users, prioritize events for which the equipment might be requested, and address resources necessary to operate and maintain the equipment. (Questions can be inserted within a PowerPoint presentation and must then be converted to interactive questions utilizing specific software only stored on Medical Education laptops. Training is required.)

1. The ARS was purchased with Riverside Methodist Hospital Medical Staff Dues allocated for the Continuing Medical Education (CME) Program. The intended purpose for this equipment is to support CME activities and/or medical staff activities.
2. Priority will be given to Riverside-sponsored CME events. Prioritization of other functions is to be as follows:
  - a) Medical Education Department functions (i.e. Friday Noon Conference, Morning Report or Board Review)
  - b) CME activities jointly sponsored by Riverside
  - c) Other non-CME Medical Staff activities
  - d) Non-medical staff activities
3. Other disciplines, departments or administrators requesting to use the ARS, will be reviewed and approved on an individual basis.
4. Prior to approval of use for activities not directly CME sponsored by Riverside, clarification must be made to determine who will be responsible for operating and maintaining the equipment. The equipment must be checked in and out by a CME staff member if it is not accompanied by a CME/Medical Education staff member.
5. If ARS equipment and staffing is requested for CME, Medical Education or Riverside-sponsored events, this will be provided at no charge. Rental of the equipment for all other users will be \$750 per day. A deposit of \$750 will be required if the equipment is not accompanied by our staff. If staffing is requested of the CME Office, \$35 per hour will be charged for all preparation, set-up, tear-down and operation time. If the CME staff is involved in preparation, a minimum of 3 working days is required for content.