

# WELCOME TO THE OFFICE OF CME

Jefferson Medical College- Office of Continuing Medical Education  
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## INSIDE THIS ISSUE

Our Goal	1
Meet Our Staff	1

## Our Goal

CME is an academic enterprise guided by the principles and goals of academic medicine. Jefferson is committed to drawing on our experiences as well as the body of CME theory and research to elevate the effectiveness of its CME Program and to advance the field of academic continuing education. To read more about the Office of CME (OCME) please visit our website <http://jeffline.jefferson.edu/jeffcme/office/introduction.html>

## Meet Our Staff



**Joseph L. Seltzer, MD** is the **Senior Associate Dean** for CME. Dr. Seltzer has been a faculty member at Jefferson since 1980 and has served in a variety of roles. His responsibilities for the OCME include a general oversight of all operations and a direct liaison to the Office of the Dean of Jefferson Medical College. He has encouraged the OCME to increase academic activity by promoting the study and national presentation of the innovative educational activities of the office.

**Jeanne G. Cole, MS** is the **Director** of CME at Jefferson Medical College and has been at Jefferson since 1997. As Director, Jeanne oversees Jefferson's compliance with changing national requirements for CME. She is actively involved in planning and implementing CME Activities, overseeing Jefferson's accreditation systems, developing proposals for funding of CME activities, and managing complex commercial support relationships. In addition, Jeanne works with the Chair of the Committee on CME to fulfill its obligations, including implementing Jefferson CME policies and procedures. She is an active member of the Alliance for CME and the Society for Academic CME, and she has been a Site Surveyor for the ACCME since 2006.





**Pauline Sylvester, MBA**, is the **Assistant Director** of CME at Jefferson Medical College and has been with Jefferson since 2001. Pauline's primary duties include assisting the Director with staff management, developing strategic plans for OCME, and overseeing activity compliance with ACCME Essentials and Standards. In addition, Pauline works closely with program planners regarding accreditation requirements, OCME online application process, budget projections, fund raising, and program promotion. Pauline is involved with Performance Improvement projects for various CME activities, Web based CME activities, and the technical operation of the new Turning Point Audience Response System.

**Annette Minauro** is our **Financial Analyst**. Annette has been a part of the Jefferson CME Office since 2000. She assists in management of all department funds, including accounts payable and receivable, Request for Payment, Inter-Departmental Charge Forms, Report of Travel Expense, Request to Purchase, Check Deposits. She performs financial review of all activities. She troubleshoots and solves problems related to financials for CME activities. Annette designs, implements and maintains tracking mechanisms for educational grants and commercial support of CME activities.



Daphney Wright is an **Administrative Coordinator** at the Office of CME. She is responsible for processing accreditation applications of all CME activities. Daphney coordinates correspondence, forms, and communications relating to accredited activities. She is also responsible for accreditation for Regularly Scheduled Conferences (RSCs). Daphney records the Performance Monitoring data of all CME activities and helps prepares statistical reports for the CME Committee. Daphney provides administrative support to the CME Committee by managing their calendar, updating meeting notices, handling catering, updating information on the CME Committee web site and overall providing general office support. She joined the OCME in 2003.



**Jacquelyn Gorman is an Education Coordinator.** Jacquie has worked for Jefferson since 2005 and joined the OCME in 2006. She is responsible for conference registration, registration desk coverage for selected events, producing certificates & transcripts as required, and edits and reviews conference handouts and materials. She is also in charge of updating the Master CME Calendar. Jacquie provides data entry, secretarial support, and assistance in coordination of accounting functions. She also coordinates Jefferson Visiting Professor speaker placements at regional hospitals.

**Erica Nicolucci is an Education Coordinator.** Erica has worked for Jefferson OCME since 2007. She works with other CME staff and course directors to plan and execute medical conferences. Erica's role within the department is to coordinate the promotional, logistic, and educational components of CME events. Her responsibilities include creating marketing/advertising plans, arranging conference locations, and catering as well as collecting and disseminating speaker needs and conference materials.



**Vaughn Wurst is the Technology Coordinator.** Vaughn has worked for Jefferson OCME since 2006. He is responsible for the upkeep of our computer systems, manages our accreditation databases and maintains our Website. He also works directly with the program directors for the various events to help construct informative educational offerings. Within his event responsibilities, he also solicits industry support (grant writing) designs activity marketing, and manages technology-based CME activities.

**Peter Chodoff, MD, MPH,** Jefferson class of '51 has been part of the CME office since 1996 where he provides a medical perspective and acts as a consultant to the staff. Dr. Chodoff is a Professor of Anesthesia and his interests include the use of quality measurement tools. He is a faculty member of the Medical Scholars Program of the University of Delaware/JMC and has facilitated special projects in the College's Office of Health Policy & Clinical Outcomes. Dr. Chodoff has extensive clinical/research experience in critical care/trauma medicine. He also serves as a member of the CME Committee.

