

## **AI Responsible Use and Checklist for CME Faculty & Speakers**

### **1. Keep Content Independent & Free from Bias**

- Ensure AI generated or AI assisted content is scientifically accurate, balanced, and based on current evidence.
- Do not allow AI tools to introduce commercial bias, promotional language, or references favorable to ineligible companies.
- Always maintain human control over final content. AI can assist, but you are responsible for the accuracy and integrity.

### **2. Be Transparent About Using AI**

Whenever you use AI for preparing slides, handouts, vignettes, or case examples:

- Disclose that AI was used, including:
  - Name of the tool
  - Version/model (if known)
  - Date(s) used
  - What tasks the AI supported (drafting, editing, idea generation, analysis, etc.)
- State that human review and verification were completed
- Grammar tools (e.g., Grammarly) do not require disclosure

### **3. Maintain Human Oversight & Verify Accuracy**

- Review AI generated text, images, citations, or data for:
  - Factual accuracy (watch for AI “hallucinations”)
  - Sources/citation: do not trust them without checking
  - Bias or stereotyping, especially related to clinical cases or demographic groups
- Ensure any clinical recommendations remain aligned with current standards

### **4. Protect Privacy & Sensitive Information**

- Never input PHI or PII into public or non-secure AI tools
- Do not upload proprietary cases, patient scenarios, or unpublished data
- Do not share learner data with AI tools unless explicit consent has been obtained and privacy standards are met
- Do not upload confidential or proprietary slide decks into public AI systems

## 5. Follow Institutional Policies

- Use only institution approved AI tools for CE-related work.
  - [UTHSC: UT Verse and Microsoft Co-pilot](#)
- Familiarize yourself with and follow institutional guidelines:
  - [UT System's Institutional AI Standard](#)
  - [UTHSC's Acceptable Use of Generative AI](#)

## 6. Secure Your Materials

- Get permission before uploading any faculty-owned proprietary content into AI tools.
- Store any AI assisted materials only in secure, access-controlled locations approved by your organization.

### **Quick Checklist**

Before finalizing your content, ask yourself:

- ✓ Did I verify all AI-generated content for accuracy, bias, and clinical validity?
- ✓ Have I removed any promotional or commercially influenced language?
- ✓ Am I using only institution approved AI tools?
- ✓ Have I avoided entering PHI/PII or confidential materials into AI systems?
- ✓ Did I disclose AI use where appropriate?
- ✓ Are my slides, cases, and assessments fully reviewed by me (and, when needed, another qualified reviewer)?

\*This document is based on the Accreditation Council for Continuing Medical Education (ACCME)'s *Guidance on the Responsible Use of Artificial Intelligence (AI) in Accredited Continuing Education (CE)* (<https://accme.org/resource/guidance-on-ai/>) and University of Tennessee System and University of Tennessee Health Science Center policies.

\*Key points from the ACCME's Guidance document for speakers/faculty were summarized using Microsoft Co-Pilot on 03/18/2026. These findings were reviewed by CME staff and incorporated into this document.