**Policy Statement**

The Continuing Medical Education Department of Memorial Health University Medical Center will encourage, support and grant credit for continuing education programs that meet the AMA definition of CME, demonstrate a high level of professional and scientific objectivity, address demonstrated needs, are free of commercial bias, are structured with a stipulated outcome and means to measure the information and skills acquired, and that are consistent with and contribute to the Memorial Health University Medical Center’s long term education plan and strategic goals of the institution.

**Purpose of Policy**

A. To comply with the ACCME Standards and Essentials of Accreditation for Continuing Medical Education.
B. To ensure that all CME programs are appropriate and successful.

**Entities to Which This Policy Applies**

This policy applies to any Memorial Health University Medical Center department or regional group desiring CME credit for an activity.

**Definition of Terms**

AMA – American Medical Association  
CME – Continuing Medical Education  
ACCME – Accreditation Council for Continuing Medical Education  
OSP – Office of Sponsored Programs  
CME SOP – Continuing Medical Education Standard Operating Procedure  
MHUMC – Memorial Health University Medical Center  
RSS – Regularly Scheduled Series Activity
Procedure

CME ACTIVITY PLANNING WORKSHEET

1. The Continuing Medical Education (CME) Department must be notified and involved in the initial planning for an upcoming CME activity. Each CME activity must have a CME Department staff member on the planning committee. The CME Department must have responsibility and authority over all aspects of the program development. If such conditions cannot be met, no CME credit will be granted.

2. The department, section or individual initiating the CME Activity will obtain a copy of the CME Application and Planning Worksheet (Attachment A) from the CME Department. Each activity planning must have a physician Course Director assigned to the activity. The Course Director shall be approved by the Director of Medical Education Administration.

   A. Course Directors, such as with a Medical Education Company, hired to manage a specific activity will be contracted through a written agreement with Memorial Health University Medical Center prior to proceeding with planning the activity.

3. For any single activity requesting less than four hours of CME credit, the CME Application and Planning Worksheet must be fully completed and submitted for review at the CME Committee Meeting at least two (2) months prior to the scheduled date of the activity. Completeness is determined by supplying the following additional items: Needs Assessment and supporting data must be current to within three (3) years from the date of the application. Additionally, if no current data is available to support the needs assessment, the Course Director must note this in the needs assessment paragraph and justify why no current data is available. Furthermore, Objectives will be determined by Course Director and planning committee, Speaker’s CV and all Disclosure of Relevant Financial Relationships Form(s) (Attachment B) for the speaker(s) and the planning committee members. The slide presentation, in Microsoft PowerPoint format or speaker outline, may be requested to resolve a conflict of interest with the speaker(s). Longer lead times are strongly encouraged.

For major conferences or any activity requesting four or more credit hours, the planning process, CME Application and Planning Worksheet, and the CME
SOP for Major Events (Attachment C) must be submitted at a minimum of nine (9) months prior to the activity. This will allow for administrative and marketing processes to be completed, and ensure a successful conference.

Regularly Scheduled Conferences (RSS) are required to submit all the same documents as for a single activity during the last quarter of the year prior to the start of a new calendar year for which the RSS will be held.

A. All required information must be in the CME Department at least 2 weeks prior to the CME Committee Meeting in order for it to be processed as required by ACCME Guidelines.

B. The Course Director will adhere to all policies and procedures to ensure the activity is balanced, scientifically accurate, and unbiased. (Refer to Responsibilities of the Course Director)

4. Once all the required information has been received by the CME Department, the information will be discussed for approval by the CME Committee. Prior to the CME Committee Meeting, each activity will be assigned to at least two Committee members for review. These Committee members will be responsible for presenting their recommendations for approval/denial at the monthly CME Committee Meeting. After review and presentation to the CME Committee, a meeting with the Course Director and planning committee may be necessary to request further documentation.

5. The CME Committee Meeting is scheduled for the 3rd Tuesday of each month. A physical meeting of the CME Committee will be held during each quarterly and a virtual meeting will be conducted on the other months. Physicians and other appropriate persons are requested to participate as a member of the committee by the Chairman of the CME Committee. The Course Director for each activity should present at the CME Committee to address any questions or concerns the Committee may have for his/her activity.

A. Special attention will be paid to how the activity was chosen, (i.e., was the topic based on audience needs and if so, how were they identified); the stated educational objectives and agenda of the activity; the appropriateness of the instructional design; the plan for evaluating the outcomes of the activity; and, the funding source of the activity.

B. A decision will then be made as to whether MHUMC will sponsor the activity for CME credit and signed off on by the Director for Medical
Education Administration. The discussion will be communicated to the Course Director by the CME Department.

C. Prior to a decision by the CME Committee, no statement regarding CME credits should appear on activity promotional materials.

**CME CREDIT STATEMENT**

1. A CME calendar of events for all approved CME activities will be updated within one week following the CME Committee Meeting. This will be posted on the Memorial Intranet and the Internet. Physicians and others on the CME e-mail list will also receive a copy of the calendar via e-mail. The posted activity will include the objectives of the activity so the learner is informed before participating in the activity.

2. If the activity is approved for sponsorship by the CME Department and thus designate *AMA PRA Category 1 Credit™*, the following statement must be used on all brochures, bulletins, etc.:

   The Memorial Health University Medical Center is accredited by the Medical Association of Georgia to sponsor continuing medical education for physicians. The Memorial Health University Medical Center designates this educational activity for a maximum of [number of credit] category 1 credits toward the AMA Physician’s Recognition Award™. Each physician should claim only those credits that he/she actually spent in the activity.

3. If the activity is approved as a Joint/Co-Sponsorship program by the CME Department, the following statement must also be included on all brochures, bulletins, etc.:

   This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the joint/co-sponsorship of The Memorial Health University Medical Center and (name of non-accredited/accredited provider). The Memorial Health University Medical Center is accredited by the Medical Association of Georgia to provide continuing medical education for physicians. (Refer to Joint/Co-Sponsorship Policy)

**REGISTRATION AND CANCELLATION**

1. The MHUMC CME Department reserves the right to cancel any course based on enrollment or conditions beyond our control. Each registrant will
be notified by telephone or with written notification (letter or e-mail) and a full refund following cancellation. MHUMC is not responsible for any other costs incurred, such as airline and hotel penalties.

2. If pre-registration and/or fees are required, the forms and fees should be returned to the CME Department within the specified deadlines. This provides for the printing of nametags and sign-in sheets and guarantees numbers for catered functions. Allowances are always made for on-site registration. RSS Conferences do not require pre-registration.

3. On-line pre-registration is available on the Memorial Health website at www.memorialhealth/CME. It is encrypted for privacy. Registration is confirmed once payment is made.

4. Cancellation requests must be made in writing or by e-mail. Deadlines may vary with courses. Refund information is printed in the course brochure.

COMMERCIAL SUPPORT OF CME ACTIVITIES

(Refer to policy Management of Commercial Support)

1. The CME Department and its teaching programs recognize that support from commercial vendors and manufacturers can supplement the resources of Memorial Health University Medical Center. Support should be provided in a manner, which does not directly support the promotion of products and/or services of such vendors or manufacturers, but rather complements the educational needs and mission of Memorial Health University Medical Center.

2. If commercial support will be requested for a CME activity, the contact information for vendor(s) will be required at the same time as the CME Application and Planning Worksheet. This information, along with the supporting documentation will be forwarded to the Office of Sponsored Programs (OSP) for their direction in obtaining the commercial support.

3. The OSP, Course Director or designee, or CME Department will instruct the representative from the commercial support company to discuss and obtain the “Letter of Agreement”.

4. The “Letter of Agreement” should be completed by an authorized representative of the commercial company, signed by the representative and returned to the CME Department or the OSP at least four weeks prior to the scheduled date of the activity.
5. All “Letters of Agreement” are filed with the program activity plan in the CME Department.

6. The Course Director shall be responsible for assuring acknowledgement of commercial support is included in all printed announcements and brochures, and for assuring that no reference is made to specific products.

7. The Course Director, the CME Department and/or the OSP shall be responsible for informing representatives of commercial companies of the following:
   
   a. Arrangements for commercial exhibits must not influence the planning or interfere with the presentation of CME activities.
   
   b. No commercial promotional materials shall be displayed or distributed in the same room immediately before, during, or after an educational activity certified for credit.
   
   c. Representatives of commercial supporters may attend an educational activity, but will not engage in sales activities while in the room where the activity takes place. Name badges with commercial names will not be worn in the room where the activity takes place.

8. The CME Department requires disclosures of the existence of any significant financial interest or other relationship a faculty member, planning committee member, or sponsor has with the manufacturers(s) of any commercial product(s) discussed in an educational presentation for a certified CME activity. Even if there is no commercial support for a CME activity, all speakers and planning committee members, including MHUMC faculty, are required to complete a disclosure statement in order to comply with ACCME Standards for Commercial Support, Standard 6.

9. The department, section, or individual initiating the CME activity should obtain a copy of the Disclosure of Relevant Financial Relationships from the CME Department.

10. Each speaker and planning committee member on the program must complete and sign the Disclosure of Relevant Financial Relationships prior to the scheduled date of the program. “The audience is entitled to know” ACCME Standards for Commercial Support. Standard 6 requires disclosure of a financial interest or other relationship a faculty member has with the manufacturer of any product(s) discussed in the presentation, not only with the support company (if any).
11. The CME Department shall maintain all such disclosures on file for five years, updating the statement for each speaker and planning committee member as changes are noted on subsequent forms.

12. The disclosure statements for Regularly Scheduled Series, is on the sign-in sheet for each program denoting speaker relationships with commercial support.

13. All decisions regarding funding arrangements for CME activities must be the responsibility of the sponsor (Memorial Health University Medical Center). The CME Department is the executor of funding decisions.

14. Educational grants from commercial sources shall be deposited into a program specific designated CME Department account in the Memorial Health Trust.

15. Payment of reasonable honoraria and reimbursement of out-of-pocket expenses for faculty is customary and proper. Faculty will submit expense form and receipts to the CME Department for payment. Commercial supporters will not pay the faculty directly. (Refer to Speaker Reimbursement Policy)

16. Funds will be transferred to appropriate cost centers by the CME Department to offset the cost incurred for speaker honoraria, travel expenses, meals, and other costs in accordance with the terms of the “Letter of Agreement”. An invoice for correct reimbursement to the CME Department will be sent to the vendor.

17. The OSP shall promptly acknowledge receipt of educational grants from commercial sources.

18. Following the CME activity, upon request, the Health Trust and/or the CME Department will report to each commercial supporter, and other relevant parties, information concerning expenditure of funds each has provided.

Approved by:

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Director, Medical Education Administration
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