MOREHOUSE
SCHOOL OF MEDICINE

ACCME ESSENTIALS AND GUIDELINES

MOREHOUSE SCHOOL OF MEDICINE
CONTINUING MEDICAL EDUCATION OFFICE

COURSE DIRECTOR'S AGREEMENT

_____
Name of Course

_____
Date

_____
Location

Thank you for your interest in directing the above course that will be sponsored by the Morehouse School of Medicine's Continuing Medical Education (CME) Committee.

Morehouse School of Medicine (MSM) is accredited by the Accreditation Council for Continuing Medical Education (ACCME). The responsibility of the CME Committee and the Office of CME is to ensure that the programs adhere to the requirements of ACCME. The content of this agreement relates to that responsibility.

DETERMINATION OF COURSE OBJECTIVES AND INTENDED AUDIENCE

The primary step in the development of an effective course is the determination of the course objectives and the identification of any specific requirements for attending the course. Needs Assessment data must be used to plan CME activities and is the primary link to the development of the respective objectives. These objectives should be well-defined and researched to give focus to your course and to determine the target audience.

PROGRAM AND DESIGN

Documentation of planning is an integral part of the CME activity. This documentation should include needs assessment, objectives, and minutes of joint committee planning meetings, correspondence relating to faculty, facility, and financial arrangements.

You have the responsibility to suggest qualified faculty for review by the Planning Committee. The selected faculty must be willing to adhere to all ACCME guidelines and Standards for Commercial Support, course material preparations and deadlines. Faculty should be selected to meet the defined objectives. Prospective participants should be informed in advance about the specific objectives, content, and format for a CME activity. This is usually done in the brochures and announcements for the programs.

The program must be designed to be consistent with the content and methods of the stated objectives.

BUDGET

The budgeting process is crucial in developing an effective and productive CME program. You must assess registration fees and/or secure educational grants or other support to ensure that the actual costs for the entire activity are met. Include all direct costs such as brochure production, mailing costs, travel, honorarium, meals, breaks, as well as CME certification.

It is critical that the Course Director and the Department Chair and/or the Chief Executive Officer (CEO) of your organization sign the CME Application and Course Director's Agreements, which obligate you for the payment of all fees/costs should the activity incur a deficit in the budget.

EVALUATION

The evaluation of the CME activity is a key factor for planning and implementation of future activities. Participants should provide feedback regarding achievement of the objectives, effectiveness of the educational method, the faculty, meeting facilities and any other aspects of the program as indicated by the planning committee. This information should be documented.

I HAVE READ, UNDERSTAND, AND AM WILLING TO COMPLY WITH ALL REQUIREMENTS FOR SPONORSHIP OF THIS CME ACTIVITY.

_____

Signature

_____

Course Director (please type or print)

_____

Title

_____

Chief Executive Officer (CEO)

_____

Organization

_____

CME Representation Approval

MOREHOUSE
SCHOOL OF MEDICINE

STANDARDS FOR COMMERCIAL SUPPORT

MOREHOUSE SCHOOL OF MEDICINE
CONTINUING MEDICAL EDUCATION OFFICE

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STANDARDS FOR COMMERCIAL SUPPORT OF
CONTINUING MEDICAL EDUCATION

MSM endorses the ACCME Standards for Commercial Support. All monies from commercial supporters received in support of this activity must be in compliance.

Prior to the course, all faculty members are asked to sign a Faculty Disclosure Statement. At the beginning of the course, the Course Director is to address this topic and give the faculty an opportunity to disclose any possible or perceived conflict between their presentation and their personal activity. In addition, a complete Faculty Disclosure Statement will be disseminated to all attendees of the activity. This will allow the participants to make their own judgement about information presented in lectures.

No publicity, announcements, brochures or final programs should be printed without prior review by a MSM CME representative. FAILURE TO COMPLY WILL RESULT IN A RECALL OF THE CME CERTIFICATION.

THE COURSE DIRECTOR SHOULD INITIAL THE FOLLOWING TO CERTIFY THAT YOU UNDERSTAND AND COMPLY WITH THESE STANDARDS

You must:

_____ Require that commercial support is in the form of an unrestricted educational grant payable directly to the Morehouse School of Medicine, Attention: Office of Continuing Medical Education (OCME).

_____ Ensure that the CME program is intended for scientific or educational purposes and not for the purpose of promoting any products of commercial supporters.

_____ Provide meaningful disclosure to the audience, at the outset of the program, of: 1) the commercial supporters, and, 2) any significant relationships between the commercial supporters and individual speakers, moderators, and those who have control of content.

_____ Recommendations involving clinical medicine in this CME activity will be based on the best available evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.

_____ Ensure recommendations involving clinical medicine in this CME activity will be substantiated by peer-reviewed sources, to the extent practical. Meaningful disclosure will be made to the attendees if products or procedures discussed are off-label, unlabeled, experimental, and/or investigational (not_FDA approved), and any limitations on the information presented, such as data that are preliminary or that represent ongoing research, interim analyses, and/or unsupported opinion.

_____ Ensure that all presentations provide an objective, balanced and scientifically rigorous review of ALL therapeutic options, data collection, analysis and experimental design. When appropriate, generic names or trade names from several companies will be used.

_____ Appoint an appropriate subject matter expert to review for bias the content produced by any speakers, authors, or editors who have a conflict of interest. The appointed subject matter expert will not have a conflict of interest. (The Course Director may be the initial reviewer.)

_____ Ensure that any commercial promotional activities and exhibits at a CME conference are not placed in the same room or in an obligate path to the educational program.

_____ Ensure that any commercial sponsored social events held in conjunction with an educational program are: 1) conducive to the discussion and exchange of ideas, and, 2) of a “modest” cost and length of time relative to that of the educational content.

_____ Ensure that industry has no role in determining the educational content of the CME program.

_____ Acknowledge commercial support using, **only,** the following format as outlined in the MSM CME handbook:
This activity has been supported in part by an educational grant from _____.

_____ Make any payments to faculty in compliance with OCME's written Honorarium Policy. This document is available in the CME department handbook.

_____ Recognize that acceptance of commercial support requires a written agreement that is signed by a representative of the MSM OCME and the commercial supporter prior to the delivery of CME content associated with commercial support.

_____ Contact OCME for instructions before accepting commercial support from an online grant submission system that requires you to agree with the terms and conditions of a commercial support agreement.

You Are NOT To:

_____ Accept any grants or payments directly from commercial sponsors.

_____ Permit the commercial sponsor to: 1) determine the amount of honoraria for speakers, or, 2) pay honoraria or reimbursement for expenses directly to speakers.

_____ Allow commercial supporters to submit unsolicited speakers lists or to make selection of speakers or conference topics.

_____ Permit commercial supporters to engage in scripting, targeting of points for emphasis, or other activities that are designed to influence the program content.

_____ Permit any commercially supported social events at CME activities to compete with, nor take precedence over, the educational events.

_____ Reference specific products in any printed materials when acknowledging commercial support for CME activity.

_____ Permit any advertisements for commercial products in any materials to be disseminated in the educational program room.

_____ Allow conference exhibit placement to be a condition of commercial support for a CME activity.

_____ Permit industry sponsors to reimburse CME conference attendees for any of their expenses.

COURSE DIRECTOR FINANCIAL RELATIONSHIPS

Within the last 12 months, have you, your spouse, or your partner had any commercial, administrative, or consultative agreements with the provider of any commercial product or service that would create a conflict of interest during the planning or implementation of their CME activity? (e.g., Do you own stock in a company that provides products or services that will be discussed? Are you an employee, officer, or director of such a company? Have you received grants, research support, royalties or consulting fees? Do you have any other relationship with a relevant commercial interest from which you might derive financial benefit?)

_____ Yes _____ No (If no, skip Next Question)

COURSE DIRECTOR CONFLICTS OF INTEREST

Name the commercial interest(s) and specify the nature of your relationship with them (e.g., shareholder, employee, consultant, director, speaker, etc.)

Affiliation/Financial Interest	**Name of Organization(s)**
Grant/Research Support	
Consultant	
Speaker's Bureau	
Major Stock Shareholder	
Other Financial or Material Support	

I HAVE READ, UNDERSTAND, AND AM WILLING TO COMPLY WITH ALL REQUIREMENTS FOR SPONSORSHIP OF THIS CME ACTIVITY.

_____

Signature

_____

Course Director (please type or print)

_____

Title

_____

Chief Executive Officer (CEO)

_____

Organization

_____

CME Representation Approval