SPONSORSHIP AND CONTINUING MEDICAL EDUCATION (CME) CREDIT FOR EDUCATIONAL CONFERENCES

PURPOSE

The purpose of this policy is to:

- Ensure that all conferences and symposia seeking official institutional approval and Continuing Medical Education (CME) credit follow approval processes prior to any commitments made by program organizers; and
- Ensure that activities requesting CME credit adhere to the Essential Areas and their Elements of the Accreditation Council for Continuing Medical Education (ACCME) and Standards for Commercial Support: Standards to Ensure Independence in CME Activities.

POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to provide the highest quality scientific and clinical conferences and symposia. The sponsorship, granting of CME credit, planning, and execution will be integral to the institutional mission.

All applications requesting institutional sponsorship and CME credit are reviewed and approved by the CME Advisory Committee and by the Senior Vice President, Academic Affairs.

SCOPE

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson’s workforce.

TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all faculty, trainees/students, and other members of MD Anderson’s workforce.

DEFINITIONS

Continuing Medical Education (CME): CME consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public [AMA House of Delegates policy #300.988].
1.0 MD Anderson Sponsorship and CME Credit

1.1 Sponsorship and CME credit will only be approved when the subject matter, its intent, and philosophy of the educational activity is within or an extension of the mission of MD Anderson and the Department of CME/Conference Management.

1.2 The requester (i.e., program chair/co-chair or one of the “active members” of the planning committee) must be a clinical faculty member of MD Anderson. The requestor/program chair completes the Application/Planning Document for Sponsorship and Continuing Medical Education Credit. MD Anderson clinical faculty must have a primary role in planning the activity.

1.3 The Application must include the following:
   A. Description of the proposed activity including suggested topics, program schedule (i.e., agenda with times), and faculty;
   B. Planned date(s) and location;
   C. Identification of the target audience;
   D. Needs assessment data and documentation;
   E. Identification of educational gap(s) in the target audience;
   F. Description of planning process used;
   G. Goals and objectives of the proposed activity;
   H. Description of desired results and outcomes of the activity;
   I. Identification of evaluation plan;
   J. Detailed budget and plan for funding; and
   K. Identification of organizers, planning group members, and any co-sponsors, and completion of Disclosure of Relevant Financial Relationships forms by all.

1.4 The program chair should attach all required documentation to the application. The program chair requesting CME credit must comply with all Essential Areas and Policies of the ACCME and all MD Anderson business policies and procedures. CME/Conference Management will work closely with the program chair to ensure that all Essential Areas and Policies are adhered to when planning and implementing an educational activity.

1.5 CME/Conference Management forwards the request to the CME Advisory Committee.

1.6 The CME Advisory Committee recommends the activity for institutional sponsorship and CME credit, or recommends denial.

1.7 The Senior Vice President, Academic Affairs provides review and approval for institutional sponsorship and CME credit.
1.8 CME/Conference Management notifies the program chair electronically of the results of the review and approval process.

1.9 When requested, CME/Conference Management will assist the organizers of approved activities with all CME requirements, conference arrangements, and logistics of the organizers. Such requests must be made during the early planning stages of the activity.

2.0 MD Anderson Co-Sponsorship

2.1 Co-sponsorship of an activity by the institution will only be approved when the subject matter, its intent, and philosophy of the educational activity is within or an extension of the mission of MD Anderson and Department of CME/Conference Management.

2.2 Co-sponsors of MD Anderson conferences may include, but are not limited to, other institutions, associations, and foundations.

2.3 Procedures for submitting a co-sponsorship application are the same as for a sponsorship application with the addition of the justification for co-sponsorship. The value of co-sponsorship to MD Anderson must be presented.

3.0 Miscellaneous

3.1 MD Anderson is aware of the potential conflicts of interest issues involving industry support for institutionally-sponsored CME programs, and the CME Advisory Committee will review applications for institutional sponsorship or co-sponsorship for such matters.

3.2 The Senior Vice President, Academic Affairs reserves the right to withdraw his/her approval for sponsorship or CME credit for any activity.

3.3 No commitments may be made to outside organizations wishing to co-sponsor activities without the approval of the Senior Vice President, Academic Affairs.

3.4 All promotional materials must be approved by CME/Conference Management and meet all ACCME Essentials.

3.5 Following the conference, a brief report to include attendance statistics, a final financial report, and evaluation summary report are required to be submitted to CME/Conference Management.
ATTACHMENTS / LINKS

Accreditation Council for Continuing Medical Education (ACCME).

RELATED POLICIES

None.

JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

None.

OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

AMA House of Delegates policy #300.988.

REFERENCES

Accreditation Council for Continuing Medical Education (ACCME) and Standards for Commercial Support.

Application for MD Anderson Cancer Center Sponsorship and Continuing Medical Education AMA PRA Category 1 Credit™ for an Educational Conference.
POLICY APPROVAL

Approved With Revisions Date: 07/29/2013
Approved Without Revisions Date:
Implementation Date: 07/29/2013
Version: 21.0

RESPONSIBLE DEPARTMENT(S)

CME/Conference Management