


<p><b>Name of Policy:</b> <a href="#">Guidelines for commercial support-educational grants.</a></p> <p><b>Policy Number:</b> 3364-81-12-206-03</p> <p><b>Approving Officer:</b> Provost and Executive Vice President for Health Affairs</p> <p><b>Responsible Agent:</b> Associate Dean, Continuing Medical Education</p> <p><b>Scope:</b> UT faculty, staff, students and joint sponsors</p>	 <p><b>Original effective date:</b> 10/1/09</p>				
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(A) Policy statement

Specific procedures must be followed when planning and administering Category 1 AMA PRA approved activities that receive commercial support funding. All commercial support associated with a continuing medical education (CME) activity must be given with the full knowledge and approval of The University of Toledo Center for Continuing Medical Education (UT-CME)

(B) Purpose of policy

To maintain ACCME compliance, educational activities receiving external commercial support must adhere to the ACCME Standards for Commercial Support.

(C) Procedure

- (1) There must be complete independence from proprietary entities in the planning, designing, delivering and evaluating Category 1 AMA PRA approved CME activities.
  - (a) Independence must be maintained for the following: identification of CME needs; determination of educational objectives; selection and presentation of content; selection of all persons/organization that will be in a position to control the content of the activity; selection of educational methods; evaluation of the activity. See policy “Conflict of Interest and Disclosure” (3364-81-12-206-04) for more explicit instructions regarding content requirements.
  - (b) A commercial interest cannot take the role of non-accredited partner in a joint sponsorship relationship.
  - (c) The content or format of a CME activity must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

- Educational materials that are part of the CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.
- (d) Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.
- (2) The sponsoring department or joint entity must indicate the intent to apply/utilize funds from commercial support on the credit application.
- (a) Funds from a commercial source are to be in the form of an educational grant. These funds are to be made payable to UT or the joint sponsor. No funds from a commercial source shall be paid directly to faculty, presenters, planning members or any others involved with the activity. UT does not use funds that originate from a commercial source to pay for travel, lodging, registration fees, honoraria or personal expenses for non-faculty attendees. The funds may be used to pay reasonable honoraria, travel, and reimbursement for out-of-pocket expenses for guest faculty (as indicated in Honoraria Policy 3364-81-12-206-02).
- (b) The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the commercial supporter and The University of Toledo (provider). The agreement must include the provider, even if the support is given directly to the provider's joint sponsor. The written agreement must specify the commercial interest that is the source of commercial support. Both the commercial supporter and the provider must sign the written agreement.
- (c) Accurate documentation detailing the receipt and expenditure of the commercial support must be included with the backup materials as part of the credit approval process.
- (3) The source of all commercial support must be disclosed to the learners prior to the start of the educational activity. Acknowledgement may be on the flyer/brochure, course syllabus or printed enduring material or front end page of website.
- (4) Product-promotion materials or product-specific advertisement of any type is prohibited within or during CME activities. Promotional materials for live (exhibits) or enduring (printed or electronic) must be kept separate from CME. No promotional materials may be displayed or distributed in the same room immediately before, during or immediately after a CME activity. Vendors must follow the UT vendor policy (Interactions with the Pharmaceutical and Medical Device Industry at the University of Toledo Health Science Colleges and at the University of Toledo Medical Center 3364-81-04-027-00) displays and interactions at UT sponsored events. Commercial support representatives may attend a CME activity, but they may not engage in sales activities while in the room where the activity takes place.

(5) Social events or meals at CME activities cannot compete with or take precedence over the educational event.

<p>Approved by:</p> <p>_____</p> <p>Provost and Executive Vice President for Health Affairs</p> <p>_____</p> <p>Title</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by: CME Advisory Committee Director, Continuing Medical Education Associate Dean of CME</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>A-10-12-00003-0206 Guidelines for Commercial Support – Educations Grants (previously updated December 2005)</i></li></ul> <p>Initial effective date: 10/1/09 Review/Revision Date: 10/1/09 Next review date: 10/1/12</p>
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