

## MEDICAL UNIVERSITY OF OHIO AT TOLEDO

**Name of Policy:** CME Planning Process

**Policy Number(s):** A-10-12-00001-0206

**Issuing Office:** Continuing Medical Education

**Scope of Policy:** Compliance with ACCME Standards

## OFFICIAL POLICY



**Effective Date:** 02/28/06

**Initial Date:** 09/01/01

**Responsible Agent:** Associate Dean for Continuing Medical Education

### **POLICY**

Specific planning processes and organizational criteria must be followed when presenting a CME activity approved for Category 1 AMA PRA credit.

### **PURPOSE**

To maintain compliance with the ACCME Essential Areas and Elements, and Standards for Commercial Support of CME, and to meet documentation criteria for Category 1 AMA PRA approved activities.

### **PROCEDURE**

The following planning processes must be established and documented to receive Category 1 AMA PRA credit for a CME activity:

1. Establishment of planning committee.
  - Each planning committee must have a minimum of three members including a MUO faculty or SVMCM medical staff member.
  - The planning process must occur within an appropriate length of time prior to the activity.
  - Documentation of planning meeting minutes is required.
2. Needs assessment for activity, identifying the educational needs for the target audience of the activity.
3. An overall conference goal must be documented.
4. Educational objectives must be developed and communicated to the participants prior to the activity.
5. Flyers/brochures are prepared, reviewed and approved by the MUO/SVMCM CME Offices prior to distribution to potential participants. Flyers/brochures must contain the following information:

- Title of presentation, date, and location
  - Beginning and ending time of presentations (so educational time can be measured)
  - Intended audience
  - Medical University of Ohio/SVMCMC must be listed as the sponsor
  - Learning objectives
  - Speaker credentials, including name, degree(s), job title(s), organization(s), city, state, etc.
  - The Category 1 AMA PRA CME credit designation.
  - Acknowledgement of commercial support, if applicable.
6. Evaluation forms must be utilized that measure the effectiveness of each CME activity.
    - Summarized evaluations are shared with faculty presenters and the activity planning committee.
  7. Documentation of commercial support/displays must be obtained:
    - A Letter of Agreement must be completed and signed.
    - Acknowledgement of commercial support must be listed on flyers, course syllabi, and/or other course materials.
  8. Disclosure Form must be signed by the presenters, planning committee, and any one in control of the content of the activity.
    - The interest(s)/relationship(s) with commercial entities must be disclosed to activity participants, and written documentation of this disclosure must be on file.
    - Any Conflict of Interest must be addressed by the planning committee. See Policy CME-05
  9. Documentation of activity attendance is required.
  10. Budget information for activities is reviewed by the course director and by the activity planning committee.

Approved by:  <hr/> Senior Vice President, Medical Affairs Dean, College of Medicine	Policies Superseded by This Policy:
<i>Review/Revision Completed by:</i> Dean, College of Medicine Associate Dean for Continuing Medical Education	<i>Revision/Review Date:</i> Updated 11/02 Updated 12/05

**Note:** The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://policies.meduohio.edu>) for the most current copy.