



Community
Health Network

CME Best Practices

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I have no relevant financial relationships to disclose

- Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit.
- Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.
- ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

Relevant financial relationships (cont.)

- The ACCME has not set a minimum dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship.
- With respect to personal **financial relationships**, *contracted research* includes research funding where the institution gets the grant and manages the funds and the person is the principal or named investigator on the grant.

Conflict of Interest

- Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship.
- The ACCME considers **financial relationships** to create actual conflicts of interest in CME when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest. The ACCME considers “content of CME about the products or services of that commercial interest” to include content about specific agents/devices, but not necessarily about the class of agents/devices, and not necessarily content about the whole disease class in which those agents/devices are used.
- With respect to **financial relationships** with commercial interests, when a person divests themselves of a relationship it is immediately not relevant to conflicts of interest but it must be disclosed to the learners for 12 months.

The AMA Physician's Recognition Award and credit system Booklet – 2017 Revision

Information for accredited providers and physicians

- Can be located at Ama-assn.org
- **From the Table of Contents**
- **Core requirements for certifying educational activities for *AMA PRA Category 1 CREDIT™***
 - **DESIGNATING AND AWARDED *AMA PRA CATEGORY 1 CREDIT™***
 - Every activity
 - Live activity
 - Enduring material
 - Journal-based CME activity
 - Test item writing activity
 - Manuscript review activity
 - PI CME activity
 - Internet point-of-care activity
 - Other activity

AMA Credit Designation Statement

The AMA Credit Designation Statement indicates to physicians that the activity has been certified by an accredited CME provider as being in compliance with *AMA PRA Category 1 Credit*[™] requirements. The AMA Credit Designation Statement **must be written without paraphrasing and must be listed separately from accreditation or other statements.**

AMA Credit Designation Statement (ISMA Accreditation statement coming up!)

The following AMA Credit Designation Statement **must be included** in relevant announcement and activity materials:

The <<name of accredited CME provider>> **designates this** <<learning format>> for a maximum of <<number of credits>> *AMA PRA Category 1 Credit*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Learning Formats

- **The learning format listed in the AMA Credit Designation Statement must be one of the following AMA approved learning formats:**

1. Live activity
2. Enduring material
3. Journal-based CME activity
4. Test-item writing activity
5. Manuscript review activity
6. PI CME activity
7. Internet point-of-care activity
8. Other activity (<<provide short description>>)

Other Activity (provide short description)

- For activities in the “Other activity” format:

The <<name of accredited CME provider>> designates this Other activity (<<provide short description>>) for a maximum of <<number of credits>> *AMA PRA Category 1 Credit(s)*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

- Due to the nature of faculty credit for teaching medical students and residents/fellows, the standard credit designation statement listed above is not appropriate for this type of live activity since the number of credits will not be known in advance. The following credit designation statement should be used in its place for faculty credit for teaching medical students and residents/fellows only:

The <<name of accredited CME provider>> designates this live activity for a maximum of 2 AMA PRA Category 1 Credits™ per one hour of interaction with medical students and/or residents/fellows. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Requirements for *AMA PRA Category 2 Credit*[™]

- *AMA PRA Category 2 Credit*[™] is self-designated and claimed by individual physicians for participation in activities not certified for *AMA PRA Category 1 Credit*[™] that:
 - Comply with the AMA definition of CME; and
 - Comply with the relevant AMA ethical opinions; at the time of this writing this includes 8.061 “Gifts to Physicians from Industry” and 9.011 “Continuing Medical Education,” and
 - Are not promotional; and
 - A physician finds to be a worthwhile learning experience related to his/her practice.

ISMA Accreditation Statement (finally!)

- **Designation Statement:** The Indiana State Medical Association (ISMA) designates this enduring internet activity for a maximum of 1.0 *AMA PRA Category 1 Credit(s)*TM. Physicians should claim only the credit commensurate with the extent of their participation in the activity.*
- **Accreditation Statement:** The Indiana State Medical Association (ISMA) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.
- * Note – AMA is the “owner” of the designation statement.

Joint Providership – appropriate accreditation statement

- “This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Indiana State Medical Association (ISMA) through the joint providership of Community Health Network and (name of nonaccredited provider). Community Health Network is accredited by ISMA to provide continuing medical education for physicians.”

Examples of learning activities that might meet the requirements for *AMA PRA Category 2 Credit™* include, but are not limited to:

- Participation in activities that have not been certified for *AMA PRA Category 1 Credit™*
- Teaching physicians, residents, medical students or other health professionals
- Unstructured online searching and learning (i.e., not Internet PoC)
- Reading authoritative medical literature
- Consultation with peers and medical experts
- Small group discussions
- Self assessment activities
- Medical writing
- Preceptorship participation
- Research
- Peer review and quality assurance participation

Category 2 (cont.)

- Organizations may not certify activities for *AMA PRA Category 2 Credit™* or advertise that an activity qualifies for *AMA PRA Category 2 Credit™*. Organizations may choose to maintain records of physician participation in activities that have not been certified for *AMA PRA Category 1 Credit™* but, since they may not certify or award such credit, should not record them as *AMA PRA Category 2 Credit™*. A physician must individually assess the educational value for each learning experience in which he or she participates to determine if it is appropriate to claim *AMA PRA Category 2 Credit™*.

The Accreditation Criteria*

- *Note: Essentials have been renamed and are now Accreditation Criteria.
- Criteria 4, 14 and 15 have been removed.

The Mission Statement

- What it does and does not have to include.
- How often should it be reviewed?

Criterion 1

- The provider has a CME mission statement that includes expected results articulated in terms of changes in competence, performance, or patient outcomes that will be the result of the program.

Criterion 3

The provider generates activities/educational interventions that are designed to change competence, performance, or patient outcomes as described in its mission statement.

Criterion 12

The provider gathers data or information and conducts a program-based **(not activity based)** analysis on the degree to which the CME mission of the provider has been met through the conduct of CME activities/educational interventions.

Standards for Commercial Support

Standard 1: Independence

Standard 1.1

A CME provider must ensure that the following decisions were made free of the control of a [commercial interest](#).

- (a) Identification of CME needs;
- (b) Determination of educational objectives;
- (c) Selection and presentation of content;
- (d) Selection of all persons and organizations that will be in a position to control the content of the CME;
- (e) Selection of educational methods;
- (f) Evaluation of the activity.

Standard 1.2

A commercial interest cannot take the role of non-accredited partner in a joint provider relationship.

Standard 2: Resolution of Personal Conflicts of Interest

- **STANDARD 2.1**

The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The ACCME defines "relevant financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

- **STANDARD 2.2**

An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

- **STANDARD 2.3**

The provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners.

Standard 3: Appropriate Use of Commercial Support

- **STANDARD 3.1**

The provider must make all decisions regarding the disposition and disbursement of commercial support.

- **STANDARD 3.2**

A provider cannot be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services.

- **STANDARD 3.3**

All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.

- **STANDARD 3.4**

The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the commercial supporter that includes the provider and its educational partner(s). The agreement must include the provider, even if the support is given directly to the provider's educational partner or a joint provider.

Standard 3: Appropriate Use of Commercial Support (cont.)

- **STANDARD 3.5**

The written agreement must specify the commercial interest that is the source of commercial support.

- **STANDARD 3.6**

Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.

- **STANDARD 3.7**

The provider must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors. (The **ONLY** policy required by ACCME!)

- **STANDARD 3.8**

The provider, the joint provider, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures.

Standard 3: Appropriate Use of Commercial Support (cont.)

- **STANDARD 3.9**

No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint provider, or any others involved with the supported activity.

- **STANDARD 3.10**

If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

- **STANDARD 3.11**

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

- **STANDARD 3.12**

The provider may not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity. The provider may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider, joint provider or educational partner.

- **STANDARD 3.13**

The provider must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support.

Financial reporting

Community Health Network CE/CME Activity Budget and Income/Expense Form

Title of Activity: _____ Date/s: _____ Training Coordinator: _____

| Income Category | Budget | Actual | Expense Category | Budget | Actual |
|---|--------|--------|---|--------|--------|
| Registration Fees | | | Marketing | | |
| Participants @ \$ | | | Save-the-date cards | | |
| Participants @ \$ | | | Brochure | | |
| Participants @ \$ | | | Advertisements | | |
| Participants @ \$ | | | Mailing Labels | | |
| Subtotal—Registration Fees | | | Postage | | |
| Commercial Support/grants (List Sources) | | | Other (Specify) | | |
| | | | Subtotal—Marketing | | |
| | | | Meeting Space and Logistics | | |
| | | | Audiovisuals | | |
| | | | Audience response system | | |
| | | | Hotel: meeting room rental | | |
| | | | Hotel: lodging (faculty/staff only) | | |
| Exhibitors (Vendors) (List Sources) | | | Meals | | |
| | | | Syllabus: design and printing | | |
| | | | Supplies | | |
| | | | Other (Specify) | | |
| Subtotal—Commercial Support | | | Subtotal—Meeting Space/Logistics | | |
| In-kind Contributions | | | Honoraria and Travel Expenses (list faculty) | | |
| | | | | | |
| Subtotal—In-kind Contributions | | | | | |
| Other (Specify—eg, government) | | | | | |
| | | | | | |
| | | | Subtotal—Honoraria/Travel Expenses | | |
| | | | Other Expenses | | |
| | | | Administrative fee | | |
| | | | Operational expenses | | |
| Subtotal—Other | | | Other certification fee | | |
| Total Income | | | Subtotal—Other Expense | | |
| NET GAIN OR (LOSS) | | | Total Expenses | | |

Notes:

Questions?



