

## CONTINUING MEDICAL EDUCATION POLICIES

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**POLICY ON POLICIES:**

All policies regarding Continuing Medical Education (CME) will be developed, approved, and implemented on a Collegewide basis. At a minimum, policies will be in place regarding all aspects of the Accreditation Council for Continuing Medical Education (ACCME) Essential Areas, Elements, and policies.

Policies may be suggested by any faculty member. The suggestions should be provided to the CME Office.

After discussion with the Chair of the College of Medicine (COM) Committee on Continuing Medical Education, the Associate Dean for CME will place the suggestion on the agenda of the next COM CME Committee meeting for discussion. The Committee will decide whether the suggested policy should be explored further.

If a decision is made to explore, then the Regional Site Committees will be asked to discuss the issues and report to the COM Committee through their Chairs at the next COM CME meeting.

With the input from the Site Committees, the COM Committee will complete its deliberations and make a decision regarding the policy.

All appropriate and interested faculty and committees will be notified regarding the new policy.

It is the responsibility of each site to implement and to promulgate these policies. The Regional Sites will develop procedures most appropriate to that Site for implementation of these policies.

Regional sites may develop policies for their own site when no College policy exists. These policies should be consistent with the ACCME Essentials and policies and the overall policies of the Committee on CME.

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**CREDITS:**

Granting of CME credit will follow the American Medical Association/Physician Recognition Award (AMA/PRA) guidelines with an emphasis on the need for an appropriate and reasonable scope of the program. Continuing medical education activities should cover a subject area in the depth that is appropriate for the intended audience and in an educational format appropriate to the stated objectives. The objectives define a level of knowledge or a specific performance skill to be attained. Generally, therefore, single hour presentations will not be Category 1 except as part of an ongoing activity with a well defined scope of the activity. Exceptions may be made by the CME Committees when it is clear that only a one hour program is needed to accomplish the explicit learning objective.

All credits are on an hourly or one-half hourly basis. One credit for each contact hour of actual program. Introductions, welcomes, coffee breaks and lunch breaks do not count for credit. Credit may be given for the duration of speeches made during a meal.

CME activities will not be retroactively designated Category 1. The CME Committees must designate all activities before they are presented to participants. (See Policy 4)

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**RECORD KEEPING:**

Records of all CME Category 1 activities will be maintained in the originating regional site.

The College office will maintain a centralized directory of all certified activities throughout the regional sites. The centralized directory will be available on the College of Medicine CME website.

Each regional site will maintain a file of all activities approved by it for a minimum of the duration of the COM ACCME accreditation. Departments are expected to have full documentation of their activities. This documentation must, at a minimum, include details of the needs assessment, planning sessions, brochures and marketing materials, budgets and actual expense/income statements, evaluation data, and copies of all workbooks, handouts, etc. Summaries of all activity evaluations will be maintained by the regional site offices with the activity descriptions. Departments should have copies of the raw data.

Participant attendance records will be maintained by the Regional Site Offices for at least six years. The regional site CME Offices will be responsible for providing the appropriate information to the participants and others authorized to obtain the data.

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**ACTIVITY APPROVAL METHODOLOGY:**

Application content - Must address all the ACCME Essential Areas, Elements, and policies with emphasis on needs assessment, learner objectives, educational activities, relationship of objectives to the educational activities, selection of appropriate faculty, and program evaluation. There must be full disclosure of tuition, expense and income budgets, as well as funding sources.

A single application form will be maintained by the College Office for use by all regional sites for CME Category 1 applications. The form will be developed jointly by the regional site offices, reviewed by the regional site committees, and approved by the College Committee on CME.

Review Process - All activity proposals must be submitted by College departments and must be reviewed and signed by the Department Head. The only exceptions are activities which have been developed by the CME office, in which case, the Associate Dean will sign as the Activity Director. This is especially the case in interdisciplinary or inter-collegiate activities. Only complete applications will be reviewed. The Regional Site CME Offices will review applications for completeness. An application will be considered complete when it addresses all of the components of the application in a substantive manner (as well as a legible form).

Each Regional Site Committee will determine the specific steps for evaluation and recommendations for approval of individual activities. All reviews must include appropriate interactions with the activity's director and approval by the Regional Site CME Committee. The Committee as a whole may review the activity, with the activity director available for presentation or clarification. The Committee may have individual members do the in depth review with the activity director and present their findings to the entire committee.

Certification of activities will be done at the College Committee level through its Executive Committee. It is the responsibility of the Executive Committee to report on all certifications to the College Committee at its quarterly meetings.

Activities will be reviewed by the CME committee with consideration given as to the extent to which the proposed program meets the ACCME Essential Areas and policies as well as the appropriateness of the educational activities to meet the objectives of the activity, the selection and appropriateness of the faculty, and the use of evaluation techniques. A recommendation for approval must be made by the CME Committee in the originating regional site.

New activities may only be approved for one year (RSC's) or one time (courses).

Any enduring materials submitted for approval must meet all of the ACCME Essentials Areas and policies and the Standards for Commercial Support as they apply to enduring materials.

Repeat programs may be approved for up to a maximum of two years. No activity will receive approval without adequate review of the previous presentation's evaluation. Activities approved for more than one presentation or one cycle must submit completed evaluation summaries in order to maintain their certification.

The activity evaluation summaries submitted to the CME Office must include a statement of the conclusions of the evaluation and recommendations for change or modification of the program. It is expected that evaluations will serve as one element of further needs assessment.

All approvals must designate the activity as Category 1; the duration of the approval; the type of activity (RSC's or course); and the number of credit hours.

All CME activities submitted to the committee will be acted upon as quickly as possible; preferably at the next meeting of that group. Action may be to approve; to approve with contingencies (in which case the Associate Dean/Director will judge removal of the contingencies); to return without action to the originating department pending additional information; or to reject.

Final certification must be signed-off by the regional site committee chair and the Associate Dean/Director. The date of the sign-off will be the date of the Executive Committee meeting at which the certification occurred.

**The CME committees will not award Category 1 credit designations to activities developed by other organizations (for example, educational program packages which are received for use by UIC hospitals), unless there is involvement on the part of the sponsoring department. The department must review the material and take responsibility for its educational content.**

It is acknowledged that some proposals may be submitted too late for the normal procedure and will be acted upon in a timely way, including the use of Administrative Approval when necessary. Administrative approval may be given for cause. Administrative approval requires review and approval by the Chair of the regional site CME committee and two other members of the Executive Committee. The activity must still be submitted to the local site CME committee and the Executive Committee for information.

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**ACTIVITY REPORTING:**

All CME-certified activities will be maintained in the Collegewide database. The College CME office will maintain a permanent file of all activities at all sites.

The actions of the Executive Committee will be part of the College Committee on CME records. These minutes and actions will be maintained in the College CME office and distributed monthly to the four sites.

All local site committees' minutes will be distributed to the other sites as part of its quarterly update to the College Committee on CME.

Each regional site will provide an annual report to the College CME Office at the end of the academic year.

These reports will be reviewed by the College Committee on Continuing Education in conjunction with the Mission Statement. This abbreviated self-study will take place annually.

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**ACTIVITY EVALUATION:**

Regularly Scheduled Conferences such as Grand Rounds must undergo periodic evaluation. A minimum of quarterly evaluations will be considered acceptable for a program with weekly sessions. A goal for such activities is to periodically evaluate them by using a trained educational observer and follow-up self reporting by the participants, as well as the usual participants' activity evaluations. A sampling of individual sessions may be done but this does not replace the summary evaluation.

Courses (episodic activities) must use participant feedback as a minimum for evaluation. The activity faculty must stress the importance of completion of the evaluations by the participants throughout the activity to ensure a good return. Activity directors should be encouraged to expand the evaluation through the use of educational observers, participant evaluations, as well as participant follow-up evaluation and self reporting.

Outcomes measures are required for all activities. The use of additional evaluation methods is strongly encouraged including, but not limited to, follow-up and quality assurance.

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**DOCUMENTATION:**

Only the Regional Site and College Offices of CME may issue official documentation of attendance for certified programs.

Letters of certification will be issued by the appropriate CME office upon receipt of registration and attendance verification by the sponsoring department.

Annual transcripts will be issued to all CME participants by the CME Offices. Transcripts will designate the total credits earned, as well as the number of credits earned by each RSC and course attended.

There may be Certificates issued to participants for attendance at individual activities.

Certificate and transcript format will be the same throughout the sites.

Certificate format:

- UIC COM designation
- Site designation
- Participant name and title
- Activity name
- Activity date(s)
- Activity location
- ACCME accreditation statement
- AMA Physician Recognition Award (PRA) credit statement with credits earned
- Site Associate Dean's signature and seal

Transcript format:

- UIC COM designation
- Site designation
- Participant name and title
- List of activities, code, and credits earned per activity
- Total credits earned
- ACCME accreditation statement
- AMA PRA credit statement with hours earned
- Site associate dean's signature seal

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All CME activities submitted for review must have a designated activity director who is a member of the faculty and is responsible for the quality of the activity. All activities will be submitted by a sponsoring COM department with the approval of the Department Head.

Some activities may originate in the office of CME if they are multi-disciplinary, or have major input from the CME office.

The College of Medicine recognizes three types of sponsorship: direct, joint, and co-sponsorship. Direct sponsorship is by a COM faculty member through his or her department. Joint sponsorship is with a non-accredited provider, with the COM taking responsibility. Co-sponsorship is with another accredited provider, with one provider taking responsibility.

Co-sponsorships require approval of each of the accredited sponsors. Activities submitted for review in which there is a non-accredited sponsor will be treated in the same manner as an activity with COM exclusive sponsorship. The Activity Director and department must be able to demonstrate and document compliance with the ACCME Essential Areas, Elements, and policies. See Policy 9.

The Department, Activity Director, and/or Planning Committee must have an active role and document that role in:

- The analysis of need;
- The determination of the objectives;
- Selection of faculty;
- Selection of program content and educational modalities; and
- Review of the evaluation.

All of the above must be documented in the planning committee notes.

The Activity Director must have final authority on all aspects of the planning and implementation of the activity.

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**JOINT SPONSORSHIP:**

Activities submitted for review in which there is a non-accredited sponsor will be treated in the same manner as an activity with COM exclusive sponsorship. The activity director and department must be able to demonstrate and document their compliance with the ACCME Essential Areas, Elements and policies. A written document must be provided demonstrating the role of each of the sponsors and spelling out the working relationship among them. At a minimum, this should include the responsibility for selection of faculty, content, evaluation method, administration, and financial arrangements.

The brochure for such activities must have the UIC logo, placed prominently, and a statement saying:

**This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the University of Illinois College of Medicine and (*name of non-accredited provider*). The University of Illinois College of Medicine is accredited by the ACCME to provide continuing medical education for physicians.**

All items referable under Sponsorship, Policy 8, are applicable here. Documentation is especially important.

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**COMMERCIAL SUPPORT:**

**CME & THE PHARMACEUTICAL COMPANIES:**

The COM complies with the ACCME Standards for Commercial Support of Continuing Medical Education. (attached or available online at accme.org)

Special attention must be paid to the mechanism for reimbursement of CME expenses. That is, the funds from a commercial source must be in the form of an educational grant made payable to the accredited sponsor (UIC/COM Offices of CME) for the support of the activity. The funds may be administered through the sponsoring department or the CME office. All support in relation to the certified CME activity will be made with the full knowledge and approval of the UIC/COM Office of CME.

Scholarship or other special funding to permit medical students, residents, or fellows to attend selected educational conferences may be provided, as long as the selection of students, residents or fellows who will receive the funds is made by the University of Illinois (UIC) College of Medicine and the appropriate department.

There must be assurances that FDA guidelines for commercial support and the ACCME's Standards for Commercial Support will be strictly followed by the commercial provider.

A written agreement will be signed by both parties. That agreement will be either the ACCME standard agreement or other agreements that meet the requirements of the College of Medicine, ACCME and the FDA. All sites will use the same educational grant form.

In a jointly sponsored activity, responsibility for the actual collection and disbursement of funds may be delegated, in writing, to the non-accredited sponsor. In this case, complete accounting records must be maintained by the non-accredited sponsor and provided to the COM Committee on CME.

All presentations must be balanced and free of bias. When an off-label use of a drug is discussed, it must be identified as such. Compliance will be measured by participant and observer evaluations and verified by the Activity Director.

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**GIFTS FROM INDUSTRY:**

The College of Medicine will comply with the guidelines on Gifts to Physicians from Industry as approved by the American Medical Association's Council on Ethical and Judicial Affairs. (Available in the CME office and on the web page of the AMA: <http://www.ama-assn.org/ama/pub/article/4001-7922.html#>)

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**DISCLOSURE OF INTEREST AND CONFLICT OF INTEREST**

**DISCLOSURE OF INTEREST:**

All faculty for all CME activities being sponsored by the UIC College of Medicine will be required to complete the Full Disclosure of Faculty Financial Interests or Relationships form (see attached). All activity faculty must have a Disclosure/Conflict of Interest form submitted to the Activity Director. For courses, the forms must be submitted to the CME office with the application. For RSCs, these forms should be kept in the department, which is responsible for maintaining them. There will be periodic, random audits to ensure that these records are being kept. This applies to all activities, whether there is any commercial support or not.

Evaluation summaries for on-going activities should include not only evaluation and attendance data, but also the percentage of signed faculty disclosure statements.

It is the responsibility of the Activity Director and/or Planning Committee to review these Disclosures and determine the presence of potential or actual conflict of interest. If conflict exists, the Activity Director is responsible for either resolving the conflict or replacing the faculty member.

Disclosure must be made to participants no later than immediately prior to the presentation. Compliance will be measured by verification by participants, the Activity Director, and by observer evaluation.

**CONFLICT OF INTEREST:**

In the planning of the program, it is the responsibility of the activity director to assure the lack of any significant conflict of interest on the part of the activity faculty. If there are faculty members who because of employment, ownership, etc. may be perceived as having a conflict of interest, this information must be provided to the participants. The program application will specifically ask the activity director to determine the presence of potential conflict and to assure the lack of actual conflict of interest.

Activity brochures and descriptions will note faculty relationships with any entities which may suggest a biased view or conflict of interest on the part of the faculty member.

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**GUIDELINES FOR BROCHURES:**

A draft of any brochures or other marketing material to be used in publicizing any activity must first be reviewed by the appropriate regional site CME Office. This material will be considered part of the CME activity application.

Brochures must include:

UIC logo

A statement of the activity purpose and learning objectives;

A description of the audience to be addressed;

The Activity Director's name, title, and departmental affiliation;

Identification of the activity as sponsored by the UIC College of Medicine;

A statement of the accreditation status of the activity.

Brochures and other marketing material may not include the Accreditation Statement or Credit Designation Statement unless the activity has been approved by the COM-CME Executive Committee, nor may they say that CME has been applied for.

If the activity is approved after the brochures, etc. have been circulated, then a handout must be distributed at registration or the beginning of the activity which repeats the target audience, purpose, objectives, activity agenda, and specifies the ACCME Accreditation Statement and the AMA Credit Designation Statement.

If brochures do not include the required descriptions and statement, credit will not be issued to the participants unless the activity provides a corrected version of the material at the time of the program.

Copies of all finalized brochures and other marketing materials will be provided to the appropriate Site CME Office for inclusion in the Activity file. When an activity is jointly sponsored, the brochure must also include the statement:

**“This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the University of Illinois College of Medicine and (*name of non-accredited provider*). The University of Illinois College of Medicine is accredited by the ACCME to provide continuing medical education for physicians.”**

For Co-sponsored Activities - Shall be the same as for directly sponsored activities, with the name of the accredited provider which is taking responsibility for the activity. Eg., **“The University of Illinois at Chicago (UIC) College of Medicine is accredited by the accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.”**

<b>UNIVERSITY OF ILLINOIS AT CHICAGO</b>  <b>COLLEGE OF MEDICINE</b>  <b>Chicago, Illinois</b>	<b>CONTINUING MEDICAL EDUCATION POLICY</b>  <b>CHARGE TO THE COLLEGE COMMITTEE</b>	<b>Policy Number: 14</b> <b>Effective Date: July 6, 1996</b>  <b>Reviewed: July 6, 2006</b>
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**CHARGE TO THE COLLEGE COMMITTEE:**

The College CME Committee is responsible for:

Compliance with ACCME standards

Through its Executive Committee, certification of all Category 1 activities

Joint (i.e. collegewide) planning

Development and approval of Collegewide policies

Provision of oversight of all College and regional site CME activity

Delegation of responsibility to site CME subcommittees.

Oversight responsibilities include the certifying of the activities of the regional site committees, especially in their review of individual CME activities.

Overall program oversight and evaluation is a responsibility of this committee. This will be performed by review of the regional site annual reports, the mission statement, the relationship between them, and the determination of modifications to the mission statement and/or the activities of the regional site.

Committee will meet no fewer than four times a year. A concerted effort will be made to have two of these meetings full day retreats at various sites.

An annual report will be presented by each campus. The Mission Statement will be reviewed annually using the Site and College annual reports as resource data.

Agendas will be determined by query of the Site CME Committees, suggestions from the CME Coordinators, and recommendations of the Associate Deans for CME in consultation with the College CME Committee Chair.

Minutes of all meetings will be maintained. After review by Committee members, minutes will be circulated to Site CME Committees for information. Official approval of minutes will occur at the next COM committee meeting.

All Site CME Coordinators and members of all site committees are invited guests at all meetings of the College CME meetings.

An annual report to the faculty is made at the end of the fiscal year.

An Executive Committee of the College Committee on CME will meet monthly to review and certify activities recommended for approval by the site CME committees. The Executive Committee shall consist of the Chairs of each of the site CME committees, the COM Committee, and the Senior Associate Dean.

Minutes of the Executive Committee shall be circulated to the sites monthly. Following their approval, these minutes shall be kept in the College CME office.

The Executive Committee, through its minutes, shall report its activities to the College Committee on CME on a quarterly basis.

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**CHARGE TO THE REGIONAL SITE COMMITTEES:**

Determine direction of CME in the regional site

Study the regional site needs

Develop, review, and recommend approval of activities to the Executive Committee

Evaluate individual activities

Provide input to the College Committee on Continuing Medical Education

Comply with rules and policies of the College of Medicine on CME and review activities as prescribed by the College of Medicine Committee on CME

Meet no fewer than 4 times a year

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**ACCREDITATION STATEMENT:**

The following statements are the only official statements for programs submitted through the University of Illinois (UIC) College of Medicine for CME accreditation. The appropriate statement below must be used on all publicity and brochures.

The Accreditation statement will read:

**For Directly Sponsored Activities** - “The University of Illinois at Chicago (UIC) College of Medicine is accredited by the accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.”

**For Jointly Sponsored Activities** - “This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of University of Illinois at Chicago (UIC) College of Medicine and (*name of non-accredited provider*). The University of Illinois at Chicago (UIC) College of Medicine is accredited by the ACCME to provide continuing medical education for physicians.”

**For Co-sponsored Activities** - Shall be the same as the statement for directly sponsored activities (above) with the name of the accredited provider which is taking responsibility for the activity.

**CREDIT DESIGNATION STATEMENT** (placed immediately below the Accreditation statement):

**“The University of Illinois at Chicago (UIC) College of Medicine designates this educational activity for a maximum of (number of credits) AMA PRA Category 1 Credit(s)<sup>TM</sup>. Physicians should only claim credit commensurate with the extent of their participation in the activity.”**

These statements may not be used prior to approval by the appropriate CME Committee.

No statement may be used unless certification of the activity has occurred.

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**MISSION STATEMENT:**

The UIC/COM CME Mission statement will be reviewed annually by The College Committee on Continuing Education and approved by Committee. (See attached Mission Statement.)

The regional site CME mission statements will be considered part of this College statement.

**UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE**  
**MISSION STATEMENT FOR CONTINUING MEDICAL EDUCATION**

The mission of the UIC College of Medicine is to A...enhance the health of the citizens of Illinois through: the education of physicians and biomedical scientists; the advancement of our understanding and knowledge of health and disease; and the provision of healthcare in a setting of education and research.@

The goals to achieve this mission include achieving excellence in the science, art, and practice of medicine through: Teaching, Research, Patient Care, and Public Service.

Physician education is fundamental to the mission of the College. The challenge to the College of Medicine is to develop the ethic of lifelong learning through the continuum of education. This physician education must occur as a vital component of the continuum of medical education. As undergraduate medical education (UGME) becomes more community oriented and based, graduate (GME) and continuing medical education (CME) must become more closely linked to it. In order to accomplish and implement this continuum, the College of Medicine must maintain an appropriate environmental infrastructure, acknowledge and demonstrate its institutional commitment to this continuum. Lifelong learning is an essential element of the professional.

The objectives listed below demonstrate the College of Medicine's commitment to all levels of medical education. The commitment to Continuing Medical Education follows the more general comments.

The University of Illinois College of Medicine will:

Provide for the education of physicians of high quality, in adequate numbers, and of appropriate specialties to serve optimally the needs of the citizens of Illinois.

Advance practice pattern excellence by utilizing needs assessment in educational program development.

Help in meeting national and international needs as well as those of the State of Illinois in the production and education of:

- a. Physicians for the practice of clinical medicine;
- b. Physician scientists for medical research;
- c. Physician educators to satisfy academic needs;
- d. Broadly educated leaders to influence medical policies in government and industry; and
- e. Physician administrators.

Encourage the majority of medical students to enter clinical practice, particularly the primary care medical specialties, and to choose locations which best serve the citizens of Illinois.

Assure that the physicians who graduate will provide the leadership that meets the needs of society.

Continuing Medical Education activities must be created and implemented by the UIC College of Medicine in order to maintain its commitment to the citizens of Illinois locally, the citizens of the United States nationally, and the citizens of the world internationally. While educating medical students as generalists in order for them to enter all fields of medicine we must provide continuous medical education activities which aid our graduates and practitioners as well as others in their pursuit of lifelong learning.

All CME activities will be governed by the policies of the UIC College of Medicine Continuing Medical Education Committee and the Standards of the Accreditation Council on Continuing Medical Education (ACCME). These standards are employed in the identification, design, implementation, and evaluation of continuing medical education activities.

The CME Program's ultimate goal is to provide our physicians with a mechanism for their continued learning resulting in

1. Improvement in patient care and
2. Appropriate change in physician behavior.

Toward the fulfillment of this mission, the goals and objectives of Continuing Medical Education at the University of Illinois College of Medicine are as follows:

To update medical practitioners, enhancing their performance and behavior by helping them to acquire new knowledge, skills, and attitudes appropriate to the latest evidence based practice theories.

To develop CME programs and to encourage departments to develop programs to meet the needs of:

- A. Primary care practitioners in Illinois.
- B. Faculty of the UIC College of Medicine.
- C. Specialty and subspecialty groups locally, nationally, and internationally.

To improve teaching skills and to provide faculty development activities for faculty.

To respond to the unique educational needs of each College of Medicine site including Chicago, Peoria, Rockford, and Urbana.

To collaborate with joint sponsors when they can help us to further the aims above.

To develop curricula which are based on demonstrated needs and which are in compliance with the Essentials and policies of the ACCME.

To provide adequate resources for the College's overall CME mission, and for the needs of each site.

To develop episodic activities based on specific, identified needs, as well as ongoing activities that will provide updates on topics germane to the department. These activities will use the most appropriate means to accomplish their goals.

To incorporate efficient procedures into the administrative component of the CME mission including:

- A. Program development
- B. Accurate records of program participation
- C. Evaluation of the effectiveness of the CME activity by reviewing specific physician behavior change and/or modification in practice.

The above Mission Statement, goals and objectives will be used annually by the COM Continuing Medical Education Committee to assess the College's overall CME program and its various activities with the aim of determining the College's accomplishments in light of the Statement. In addition, the Mission Statement will be reviewed every three years together with the above as a self study.

**Adopted by the College Committee on CME April 10, 1997**

***Reviewed March 9, 1998; Reviewed and modified April, 1999; Reviewed April, 2000; Reviewed and modified, August, 2001; Reviewed and modified, October, 2002; Reviewed July, 2006***

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**ENDURING MATERIALS:**

Enduring materials must follow all ACCME and COM guidelines for live activities.

Standards for Commercial Support, including Commercial Acknowledgment apply:

1. Product specific advertising of any type is prohibited in enduring materials.
2. Commercial support must be acknowledged in order to comply with the Standards for Commercial Support and references to a company or institution are allowed.
3. This acknowledgment must be placed only at the beginning of the enduring material.
4. The institutional acknowledgment may state the name, mission, and areas of clinical involvement of the company or institution and may include corporate logos and slogans, if they are not product promotional in nature.
5. No specific products may be referenced, even if they are not related to the topic of the enduring material.

In addition to all applicable ACCME requirements, the following must be communicated to participants so that they are aware of this information prior to starting the educational activity:

1. Principal faculty and their credentials;
2. Medium or combination of media used;
3. Method of physician participation in the learning process;
4. Estimated time to complete the educational activity (same as number of designated credit hours);
5. Dates of original release and most recent review or update; and
6. Termination date (date after which enduring material is no longer certified for credit).

Enduring materials must be reviewed at least once every three (3) years, or more frequently if indicated by new scientific developments.

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Faculty members may be selected when new ideas and information are sought; when external perspectives are requested or required. Such faculty may be provided with honoraria and reimbursement of necessary expenses upon their request. Such stipends shall be commensurate with the expertise and qualifications of the proposed faculty member(s), qualifications, and with the work involved in the planning and delivery of the activity, as determined by the Activity Director and/or activity planning committee. Travel expenses, meals, and lodging accommodations shall be reimbursed according to established UIC travel policies.

If a pharmaceutical company, device manufacturer or other grantor provides funding for the educational activity, no part of the grant money may be offered directly to the presenter as a stipend. No presenter is permitted to *directly* accept any money, services, or goods in relation to the educational activity from a pharmaceutical or other company in any type of special or personal agreement.

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It is the goal and intent of the UIC COM to invite excellent faculty to plan and lead the educational activities offered by UIC COM. Faculty selection criteria include expertise in the field of medicine to be presented, effectiveness as a speaker, and availability.

Faculty members for UIC COM activities are initially selected by the Activity Director(s), and approved by the Regional Site Committee. Faculty members may be UIC staff/faculty or individuals outside of UIC. Faculty members may be selected when new ideas and information are sought; when external perspectives are requested or required. Faculty may be provided with a stipend and travel expenses upon their request. Such stipends shall be commensurate with the work involved in planning and delivery of the activity and not exceed generally agreed upon standards. Travel expenses, meal and lodging shall be reimbursed according to established UIC travel policies.

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If a pharmaceutical company or other grantor provides funding for the educational activity, no part of that money is to be offered to the staff person as a stipend. Grant monies over and above the actual costs of the activity is put into a temporary restricted account (or returned to the grantor upon request). No faculty nor planner is permitted to *directly* accept any money, services, or goods in relation to the educational activity from a pharmaceutical, device or other company in any type of special or personal agreement.

All faculty members must sign a disclosure statement in accordance with the Standards for Commercial Support as established by the Accreditation Council for Continuing Medical Education. If a potential faculty member, for any reason, does not sign the disclosure statement, he or she will **NOT** be allowed to participate in the educational activity. If there appears to be a conflict of interest in what the potential faculty member reports on the disclosure statement related to the content of the educational activity, that conflict must be satisfactorily resolved before the educational activity occurs. This resolution shall include having the Activity Director follow-up to discuss the issue with the potential faculty member. The CME Department and/or Regional Site Committee may become involved if necessary.

Successful resolution of the potential conflict may include, but not be limited to, the following situations:

- Discerning that there is, in fact, no relevant connection between what the faculty member reported and the content of the educational activity;
- Limiting the potential faculty member's participation to a part of the educational activity where there is not a conflict.
- And/or receiving assurance from the potential faculty member that issue of apparent conflict will not be addressed during the educational activity.
- Syllabus materials and audio-visual presentation materials will be reviewed, evaluated and modified as necessary by the Activity Director

The Activity Director is responsible for informing the CME Department of the potential conflict and the method of resolution of said conflict.

### **Non-Faculty Conflict of Interest**

Likewise, people involved with the planning of a CME activity must adhere to the same policy. This includes but is not limited to:

- Activity Directors
- Planning Committee
- Staff
- Members of the CME Committee(s)

Should a Conflict of Interest be identified with a member of the planning committee, The Activity Director is responsible for resolving any potential conflict. This may include:

- Altering or limiting the role(s) of the individual so that the financial relationship is no longer relevant.
- Excluding an individual from participating in the content creation and/or development constituting the Conflict of Interest.

For CME Activity proposals submitted by a CME Committee member where the CME Committee member has HAD involvement with the planning, the Committee member will be expected to recuse him/herself from participating in the discussion of the proposal and/or voting on its approval.