

<p align="center"><b>UNIVERSITY OF ILLINOIS AT CHICAGO</b></p> <p align="center"><b>COLLEGE OF MEDICINE</b></p> <p align="center"><b>Chicago, Illinois</b></p>	<p align="center"><b>CONTINUING MEDICAL EDUCATION POLICY</b></p> <p align="center"><b>SPONSORSHIP</b></p>	<p><b>Policy Number: 08</b> <b>Effective Date: July 6, 1995</b></p> <p><b>Reviewed: July 6, 2006</b></p>
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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.