



## GUIDELINES FOR REGULARLY SCHEDULED ACTIVITIES

*"The purpose of Continuing Medical Education (CME) is to enhance the physician's ability to care for patients. It is the responsibility of the accredited provider of a CME activity to assure that the activity is designed primarily for that purpose."*

*- Accreditation Council for Continuing Medical Education*

The Center for Continuing Medical Education (CCME) is responsible for maintaining the Policies, Standards and Essentials established by the Accreditation Council for Continuing Medical Education (ACCME), the American Medical Association (AMA), as well as the highest academic standards and institutional integrity of Albert Einstein College of Medicine (EINSTEIN).

EINSTEIN, as the accredited institution and CME sponsor, requires compliance with the following guidelines:

1. The Policies and Standards of the ACCME be met to the full satisfaction of EINSTEIN'S CCME;
2. The completed Application for EINSTEIN Sponsorship be approved by at least one member of the CME Advisory Board and signed by: a) the Course Director; b) the Department Chairperson, Vice-Chairperson, or appropriate designee; and c) the Office of the Dean. Signatures are to verify and attest that the activity meets academic standards of the clinical department, Montefiore Medical Center (MMC), EINSTEIN, and satisfies all Accreditation Council Essentials, Standards and Policies for CME;
3. A departmental administrator/representative be responsible for all aspects of an EINSTEIN-sponsored activity;
4. Faculty is to be selected and invited by the EINSTEIN course director, not by pharmaceutical companies, nor their representatives. The official letter of invitation, recommended and approved by the ACCME, should be edited and sent to course faculty on institutional stationery;
5. Full financial disclosure, including honoraria, reimbursements and grants, be approved by the Associate Dean for Continuing Medical Education/Conflict of Interest Committee. **Payments to all faculty are to come through the College of Medicine/departments, NOT from a pharmaceutical/device company;**
6. Prior to printing, marketing and distribution, the Associate Dean or designee must all approve all invitations, literature, brochures, official correspondence, signage, name tags, handouts, etc.

7. All future use of this activity (e.g., spin-offs such as tapes, publications, computer activities, etc.) can be distributed **only** with the prior approval and written consent of the Associate Dean for Continuing Medical Education;
8. The activity and related events comply with the attached AMA's Guidelines on Gifts to Physicians from Industry and the ACCME's Standards for Commercial Support of CME;
9. Albert Einstein College of Medicine & Montefiore Medical Center must be clearly identified in course announcements as follows:

- A. **The required AMA and ACCME statements for all activities (including enduring materials and journals) must appear on separate lines:**

**Credit Designation For All Activities**

Albert Einstein College of Medicine designates this educational activity for a maximum of \_\_\_\_\_ *AMA PRA Category 1 Credit(s)*<sup>TM</sup>.  
Physicians should only claim credit commensurate with the extent of their participation in the activity.

**Accreditation Statements**

- 1a. **For solely sponsored activities:**

Albert Einstein College of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

- 1b. **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 joint sponsorship of Albert Einstein College of Medicine and ... (insert name of non-accredited sponsor.) Albert Einstein College of Medicine is accredited by the ACCME to provide continuing medical education for physicians.

- 1c. **For activities with other accredited sponsors:** (one of them must assume responsibility) Please use STATEMENT 1a.

- B. Institutions should appear on activity announcements (brochures, syllabus, etc.).

**EXAMPLE A:**

*Sponsored by*

Albert Einstein College of Medicine and Montefiore Medical Center

**EXAMPLE B:**

*Sponsored by*

Montefiore Medical Center, the University Hospital and Academic Medical Center  
for Albert Einstein College of Medicine

***Credit Issued by***  
Albert Einstein College of Medicine

- C. EINSTEIN'S name and logo must be prominent in course literature;
- D. CCME's disclosure on faculty should read:

The "Conflict of Interest Disclosure Policy" of Albert Einstein College of Medicine requires that faculty participating in any CME activity disclose to the audience any relationship(s) with a pharmaceutical, product, or device company. Any presenter whose disclosed relationships prove to create a conflict of interest with regard to their contribution to the activity will not be permitted to present.

The Albert Einstein College of Medicine also requires that faculty participating in any CME activity disclose to the audience when discussing any unlabeled or investigational use of any commercial product or device not yet approved for use in the United States." Albert Einstein College of Medicine, CCME staff, has no conflicts of interest with commercial interests related directly or indirectly to this educational activity.

- 10. CCME's Conflict of Interest Policy Form must be completed by all faculty participating in a CME activity, as well as anyone else that has control over the educational content of the activity. These forms are to be submitted to the CCME **at the inception of the activity**. CCME, in concert with the Course Director, must disclose to the audience in writing and/or verbally prior to the activity whether or not there is any real or apparent conflict of interest
- 11. All course announcements clearly show identified learning gaps, statement of needs, activity goals, learning objectives, and the intended audience. Objectives must specify what new skills, insights, abilities or knowledge the attendee will gain from participation in this CME activity to enhance patient care.
- 12. Joint sponsorship of this CME activity with another institution, society or organization must adhere to the attached EINSTEIN'S Policy Statement on Joint Sponsorship of CME. The Letter-of-Agreement between EINSTEIN and joint sponsoring entity must be submitted to the CCME.
- 13. Any publication related to this CME activity in the form of books, journal articles, newsletters, supplements, video or audio-tapes, computer software, etc., must comply with ACCME's Standards for Enduring Materials.
- 14. When a commercial company is providing an educational grant for a CME activity, the Letter-of-Agreement approved by ACCME, FDA and AMA be signed by the supporting company, the Associate Dean or designate.
- 15. All course announcements must clearly acknowledge financial support.

**EXAMPLE:**

This activity has been made possible (in part) by an unrestricted educational grant  
From \_\_\_\_\_.

- 16.** All records related to this CME activity should be kept by all appropriate parties for four (4) years, and should be available upon request by EINSTEIN CCME.

Please indicate with your signature that the above Guidelines are understood and accepted as the basis for participation in this CME activity of Albert Einstein College of Medicine.

\_\_\_\_\_  
Title of Activity

\_\_\_\_\_  
Date of Activity

\_\_\_\_\_  
Course Director

\_\_\_\_\_  
Date Signed