GUIDELINES FOR REGULARLY SCHEDULED CONFERENCES

“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 sponsor 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), as well as the highest academic standards and institutional integrity of the College of Medicine.

As the accredited institution and CME sponsor, Albert Einstein College of Medicine (EINSTEIN) must require the following:

1. The Policies and Standards of the Accreditation Council for Continuing Medical Education be met to the full satisfaction of the Medical School's CME office;

2. The completed CME Course Application be approved by at least two members of the CME Advisory Board and signed by: a) the Course Director; b) the Department or Division Chairperson; and c) the Office of the Dean. Signatures are to verify and attest that the activity meets academic standards of the Clinical Department, the Medical Center, the College of Medicine and satisfies all Accreditation Council Essentials, Standards and Policies for CME;

3. Faculty are to be selected and invited by the Medical School Course Director, not by pharmaceutical companies, nor their representatives. Payments to all faculty are to come from the College of Medicine through the CCME office, NOT from the pharmaceutical company funding the activity.
4. EINSTEIN and Montefiore must be clearly identified in course announcements as follows:

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

   B. Albert Einstein College of Medicine designates this educational activity for a maximum of _____ AMA PRA Category 1 Credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

   2a. For directly sponsored or co-sponsored activities:

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

   2b. 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 Albert Einstein College of Medicine and ... (insert name of non-accredited provider). Albert Einstein College of Medicine is accredited by the ACCME to provide continuing medical education for physicians.”

5. This CME activity was planned and produced in accordance with the ACCME Essentials.

   A. Institutions should appear on activity announcements (brochures, syllabus, etc.) As follows:

   EXAMPLE:

   Sponsored by:
   Albert Einstein College of Medicine
   and
   Montefiore Medical Center

   EXAMPLE:

   Credit Issued by:
   Albert Einstein College of medicine
B. The name of the accrediting medical institution must remain at least as prominent in course literature as the commercial company supporting the activity, in accordance with ACCME recommendations;

C. EINSTEIN’s disclosure on faculty should read:

The Faculty Disclosure Policy of Albert Einstein College of Medicine requires that faculty participating in a CME activity disclose to the audience any relationship with a pharmaceutical or equipment company. Any presenter whose disclosed relationships proves to create a conflict of interest with regard to their contribution to the activity, or who refuses to provide conflict of interest information, will not be permitted to present. Any discussions of unlabeled or investigational use of any commercial product or device not yet approved in the United States must be disclosed.

6. All course announcements state clear course objectives and the target audience. Objectives must specify what new skills, insights, abilities or knowledge the registrant will gain from participation in this CME activity;

7. Joint sponsorship of this CME activity with another institution, society or organization must adhere to the Medical School's Policy Statement on Joint Sponsorship of CME and the Letter-of-Agreement between EINSTEIN and joint sponsoring entity, must be submitted to the CCME office;

8. CCME's Conflict of Interest Disclosure Form be completed by all faculty participating in a CME activity. All disclosures must appear on the Grand Rounds Attendance & Evaluation Form. No CME credit will be given for any activity where disclosures do not appear on the Grand Rounds Attendance and Evaluation Form.

9. When an educational grant from a commercial company is contributing to CME activity, the Letter-of-Agreement approved by ACCME, FDA and AMA be signed by the supporting company, the Course Director and the Associate Dean of CME or designate.
All course announcements must clearly acknowledge the financial support with the following approved statement:

**EXAMPLE:**

We gratefully acknowledge an educational grant from __________________ to make this activity possible.

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

____________________________________
Title of Activity

____________________________________
Signature of Course Director/Administrator

____________________________________
Date of Activity

____________________________________
Date