

 **GUIDELINES FOR**

**REGULARLY SCHEDULED SERIES 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 of Yeshiva University “(Einstein)”.

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

1. The Policies and Standards of the ACCME to be met to the full satisfaction of Einstein’s CCME;
2. Course Director and/or Course Reviewer must be an Einstein Faculty;
3. A CCME administrator/representative must be responsible for all aspects of an Einstein-sponsored activity;
4. All CME activities must address learning gaps of learners’ current or potential scope of practice in terms of improving competence, performance in practice and/or patient outcomes.
5. 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. Faculty should be cross-referenced with the following sites to make sure that there are not any red flags:

***OIG Exclusions List***

(<http://exclusions.oig.hhs.gov/search.aspx>)

***FDA Debarment List*** (http://www.fda.gov/ICECI/EnforcementActions/DisqualifiedRestrictedAssuranceList/default.htm)

1. 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 Center for Continuing Medical Education, NOT from a pharmaceutical/device company. All honorarium and expense reimbursement must be in compliance with Einstein’s Policy on Honorarium and Expense Reimbursement;
2. The Associate Dean or designee must approve, ***prior to publication, marketing and distribution***, all invitations, literature, brochures, Internet, official correspondence, signage, name tags, handouts, etc.
3. 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;
4. 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;
5. Einstein & Montefiore 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**

***In effect 7/1/2011***

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

#### Accreditation Statements

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

Albert Einstein College of Medicine of Yeshiva University is accredited by the Accreditation Council for Continuing Medical Education (ACCME) 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 providership of Albert Einstein College of Medicine of Yeshiva University and ... (insert name of non-accredited sponsor.) Albert Einstein College of Medicine of Yeshiva University 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**. **Additional Requirements for Enduring Materials / Internet and Journals**

**2a.** This CME activity was planned and produced in accordance with the ACCME Essentials.

**2b.** Estimate time to complete this activity is \_\_\_\_\_\_\_\_\_\_\_ hours.

**2c.** Release Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 **2d.** Termination Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**C.** Institutions should appear on activity announcements (brochures, syllabus, etc.).

 **EXAMPLE A:**

***Sponsored by***

Albert Einstein College of Medicine of Yeshiva University and Montefiore

## Credit Issued by

Albert Einstein College of Medicine of Yeshiva University

**EXAMPLE B:**

***Sponsored by***

Montefiore, the University Hospital for

Albert Einstein College of Medicine of Yeshiva University

**Credit Issued by**

Albert Einstein College of Medicine of Yeshiva University

**D.** Einstein’s name and logo must be prominent in course literature;

1. CCME’s disclosure on faculty should read:

The “Conflict of Interest Disclosure Policy” of Albert Einstein College of Medicine of Yeshiva University 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 of Yeshiva University 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 of Yeshiva University, CCME staff, has no conflicts of interest with commercial interests related directly or indirectly to this educational activity.

1. CCME’s Conflict of Interest Policy Form and Content Validation 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.
2. All course announcements clearly show statement of needs/gaps, 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.
3. Joint providership of any CME activity with another institution, society or organization must adhere to the attached Einstein’s Policy Statement on Joint Providership of CME. The Letter of Agreement between Einstein and joint sponsoring entity must be submitted to the CCME.
4. Any publication related to any 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.
5. Drug or device advertisement of any kind is not permitted in enduring materials (supplements, newsletters, books, etc.) and Internet activities.
6. In any journal-based CME activity, the learner should not encounter advertising within the pages of the article(s) or within the pages of the related questions or evaluation materials.
7. When an educational grant from a commercial company is contributing to a CME activity, the Letter of Agreement, must be signed by the commercial interest, and Einstein Associate Dean of Continuing Medical Education or the CCME designee.
8. All course announcements must clearly acknowledge financial support.

 **EXAMPLE:**

# This activity has been made possible (in part) by an

# unrestricted educational grant from .

1. All records related to this CME activity should be kept by all appropriate parties for six (6) years, and should be available upon request by Einstein CCME.
2. The completed Application for Einstein Providership 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, Einstein, and satisfies all ACCME Essentials, Standards and Policies for CME;

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 of Yeshiva University.

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|  |  | January 2015 – December 2015 |
| Title of Activity |  | Date of Activity |
|  |  |  |
| Signature |  | Date Signed |