



IUSM CME Policy

Joint Sponsorship of CME Activities

IUSM CME is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. IUSM CME requires that all activities which it jointly sponsors for AMA PRA credit be held to the same standards as activities it directly sponsors, and must comply with the [Essential Areas and Elements](#) and [Standards for Commercial Support](#) of the ACCME. IUSM CME shall accept responsibility that the ACCME's accreditation policies and procedures are met when educational activities are planned and presented in joint sponsorship with non-accredited providers.

Any activity to be considered for joint sponsorship must fit the [definition of CME](#) as promulgated by the ACCME and must fall within the [mission of IUSM CME](#). All potential joint sponsorships will be examined on their individual merits. IUSM CME reserves the right to accept or deny joint sponsorship of individual CME activities at its own discretion. The joint sponsor must follow all policies, procedures and formats as set forth by IUSM CME and by this policy:

- A commercial interest cannot take the role of a non-accredited provider in a joint sponsorship relationship. Joint sponsors must complete an attestation form to ensure that neither they nor their parent organization are considered a "commercial interest" as defined by ACCME.
- IUSM CME must be involved in the planning and development of any jointly sponsored activity it designates for credit. A representative of IUSM CME must review and approve the needs assessment process, the learning objectives, design of the educational activity, promotional materials, final faculty selection, and evaluation methodology.
- The responsibilities of the joint sponsor will be clearly enumerated in the *Joint Sponsorship Agreement* and signed by all parties. IUSM CME will withdraw from any joint sponsorship if the non-accredited sponsor fails to meet its obligation in the agreement or fails to comply with this policy.
- All budget items for the activity must receive the prior approval of IUSM CME. The joint sponsor may solicit commercial funds with the direction of IUSM CME, but may not make any representation or commitments to funding sources as to content, choice of speakers, or anything else not allowed by the Essential Areas and Policies of the ACCME.
- At the discretion of IUSM CME, the joint sponsor may administer funds related to the management of the activity, but must document in detail and provide to IUSM CME all expenditures and sources of funds.
- IUSM CME must review the budget periodically throughout the planning stage to ensure that adequate resources have been devoted to the development of an activity consistent with meeting the activity's objectives. IUSM CME reserves the right to withdraw from an activity if resources are inadequate for the development of a high quality activity.
- IUSM CME charges a fee for its services. Amount of fee and terms will be mutually agreed upon and delineated in the *Joint Sponsorship Agreement*.

- IUSM CME must review and approve all materials associated with the activity prior to their release. No changes can be made without notifying IUSM CME. IUSM must be clearly and prominently identified on all promotional and activity materials as a joint sponsor of the activity. The following joint sponsorship statements must appear on all materials:

Sponsorship Statement

This activity is jointly sponsored by Indiana University School of Medicine (IUSM) and [name of non-accredited provider].

Accreditation 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 Indiana University School of Medicine and [name of non-accredited provider]. Indiana University School of Medicine is accredited by the ACCME to provide continuing medical education for physicians.

Credit Designation Statement

Indiana University School of Medicine designates this educational activity for a maximum of [number of credit hours] *AMA PRA Category 1 Credits™*. Physicians should only claim credit commensurate with the extent of their participation in the activity.

- Upon IUSM CME's review of all activity materials, IUSM CME reserves the right to mandate pre-dissemination changes it feels are required for compliance with appropriate regulations or for maintenance of IUSM's image. The activity may not take place until official approval is granted, nor can promotional or activity materials be disseminated without approval. IUSM CME will make reasonable efforts to review materials in a timely manner, but will not be responsible for delays in implementation of the activity.
- If a live activity, an IUSM CME staff member or designated representative must attend the activity at the expense of the activity including all travel-related expenses.
- IUSM CME will define the nature of documents that the joint sponsor must provide to IUSM CME and the schedule for that provision.
- Joint sponsors are required to use IUSM CME's [Disclosure Form](#) and IUSM CME approved *Letter of Agreement (LOA)*. Other forms may be required during the planning, implementation, and evaluation of the activity.
- The following responsibilities are solely those of IUSM CME and will never be delegated to the joint sponsor:
 - Identification of an independent content reviewer
 - Assigning credit to the activity
 - Maintenance of official participant records for a minimum of six years
 - Handling of participant grievances
 - Maintaining contact with commercial supporter(s) once the LOA is signed, including financial reconciliation with commercial supporter(s) at the conclusion of the activity

Selection Process

Upon initial contact, the joint sponsor applicant completes the [Education Partner Attestation Form](#) and forwards it to IUSM CME for review. This form need only be completed once for each applicant. If approved, the applicant must complete the [IUSM CME Application and Planning Worksheet](#) in full for each activity and submit it for review as early as possible to allow for necessary changes, revisions, and/or input into the planning process. A minimum of six months lead-time is required. One contact person representing the applicant must be identified at the time of application.

The applicant organization will be notified in writing when its request is approved or disapproved. If approved, IUSM CME and the applicant will sign the *Joint Sponsorship Agreement*. Fees will be negotiated on an activity-by-activity basis and will be delineated in the *Joint Sponsorship Agreement*. By accepting this agreement, IUSM and the joint sponsor agree, with regard to any copyrightable material created in connection with the project, that they are joint owners.

Reviewed and Revised: June, 2009