

Continuing Medical Education (CME) Guidelines

Part 1: General Requirements for CME Activities

To award AMA PRA Category 1 Credit™ for educational activities, the following documents must be turned into Medical Staff Services by their associated deadlines.

- 1. CME Activity Planning Form – (30 days prior)** This form will inform the CME Committee of the following:
 - Needs Assessment - What the existing professional practice gap is, how it was identified, and how this education plans to close the gap.
 - Educational Learning Objectives - What knowledge, skill, or competencies the learner will gain from attending the CME Activity that will assist in closing the identified professional practice gap.
 - Whether or not the CME activity is intended to change physician performance and/or patient outcomes, and how these changes will be measured.
- 2. TCHHN CME Financial Disclosure Form & Conflict Resolution Form – (21 days prior)** The Financial Disclosure form needs to be completed by the Physician Planner, each presenter, and all other individuals contributing to the educational content. If an individual has financial relationships to disclose, he/she is required to also complete the Conflict Resolution Form. Please also include a CV for each presenter if not credentialed or employed at TCHHN.
- 3. Commercial Support/Exhibitor Agreement & Budget– (14 days prior)** If there will be commercial support for this program, a proposed budget must be submitted. Additionally, the appropriate agreement(s) must be completed between TCHHN and the commercial supporter and turned into Medical Staff Services. The **TCHHN Commercial Support Letter of Agreement Support** should be used when an unrestricted educational grant or in-kind support is being received. The **TCHHN Commercial Exhibitor Letter of Agreement** should be used when payment for display space is being received.
- 4. Handouts/Flyers – (5 days prior)** All materials utilized for marketing or education must to be submitted and reviewed for meeting with the ACCME Essential areas, elements, policies and standards. Please refer to the guidelines listed in Part 2 of our CME Guidelines, For Marketing CME Activities.
- 5. Presentation Materials – (1 day prior)** Presentation slides or case lists must also be submitted and reviewed for compliance with the ACCME Essential areas, elements, policies and standards. The presenter should respect the guidelines listed in Part 3 of our CME Guidelines, For Activity Presentations.
- 6. Attendance Records & Evaluations – (2 weeks after)** In order for participants to receive *AMA PRA Category 1 Credit™*, he/she must sign in and complete an evaluation form. Please use the sign-in sheet and evaluation templates provided. Please make sure to insert the Activity's Title, Presenter, Date, and Objectives where applicable. These documents should be made available during the activity and then turned in no later than 2 weeks afterwards.
- 7. Summary of Outcomes – (Variable)** A report summarizing the impact in which the activity had on its learners must be produced and submitted to the CME Committee for review. The activity planner should make sure to choose an appropriate type of assessment based on the activity's goals and also the accreditation requirements for the activity format.

All required documents should be sent to CME@thechristhospital.com. For questions please call (513) 585-3474.

Continuing Medical Education (CME) Guidelines Part 2: For Marketing CME Activities

As a provider of CME, The Christ Hospital Health Network (TCHHN) requires activity planners to submit for review all materials used for marketing purposes. This is to ensure the materials align with the Accreditation Council for Continuing Medical Education's Essential Areas, Policies and Standards for Commercial Support. Below are detailed guidelines for flyers and activity handouts. A separate list of presentation requirements is available.

Use of Accreditation and Credit Designation Statements

The OSMA accreditation statement and the AMA's credit designation statement must appear on all CME activity materials and brochures distributed. Please copy and paste the below statements. These statements should remain in separate paragraphs as is reflected below. Additionally, the *AMA PRA Category 1 Credit(s)*™ statement must always be italicized.

The Christ Hospital Health Network is accredited by the Ohio State Medical Association (OSMA) to provide continuing medical education to physicians.

The Christ Hospital Health Network designates this [learning format] for a maximum of [number of credits] *AMA PRA Category 1 Credit(s)*™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Save the Date Announcements

The above statements are not required on save the date announcements provided that the announcements contain only general, preliminary information about the activity such as the date, location and title. If more specific information is included, such as faculty and objectives, the statements must be included.

Marketing an Event without CME Approval

When events have not yet been approved for *AMA PRA Category 1 Credit*™ marketing materials must exclude the above statements and exclude any reference to CME. The materials cannot state that *AMA PRA Category 1 Credit*™ is pending or has been applied for.

The Use of Commercial Logos

Commercial logos are prohibited from all CME activity related materials. Thus, flyers and any handouts used for reference to the activity or during the activity cannot contain any advertising, corporate logo, trade name or product group messages of an ACCME-defined commercial interest. For more information, please refer to the ACCME's Standards or Commercial Support. For more information, please refer to the ACCME's Standards on Commercial Support.

Submit materials to CME@thechristhospital.com.

Continuing Medical Education (CME) Guidelines
Part 3: For Activity Presentations**Purpose of Requirements: Objectivity & Balance**

The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business of a commercial interest. Presentations must give a balanced view of therapeutic options.

1) Remain Impartial

- Substitute trade names with generic product names unless products from multiple companies are used or the product is the only FDA approved drug for the treatment or therapy being discussed.
- Exclude advertising, logos, trade names, and product group messaging from all educational materials such as presentation slides, abstracts and handouts.

2) Disclose Financial Relationships

- Insert the provided TCHHN Disclosure Slide at the beginning of your presentation and let this be displayed for at least 5 minutes prior to the beginning of the educational activity.

3) Submit for Review

- Submit presentation into CME@thechristhospital.com no later than 24 hours prior to the activity.