# Qualifying for CME Credit

To qualify for CME credit (*AMA PRA Category 1 Credits*™), your activity must be sponsored by an accredited provider. The CME Program of Saint Louis University School of Medicine will sponsor or jointly provide your activity with your involvement to ensure all criteria from the ACCME, AMA , and the School of Medicine are followed for activity compliance.

# Accreditation Compliance

The CME Program at Saint Louis University School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. This accreditation requires the CME Program to comply with ACCME policies.

# Approval for AMA Credits

An activity submitted for AMA credit approval must be in compliance with the ACCME policies and the AMA’s Definition of a CME Activity. When you request AMA credits, you must agree to comply with the ACCME and AMA policies and cooperate with the CME Office to insure compliance.

# Submitting Your Request

Use the *Application for Approval of AMA Credits* provided by the CME staff to submit information regarding your course and gain approval. Your application must be received by the CME staff 9-12 months in advance of your activity date, and your finalized agenda with topics and faculty must be submitted at least 3 months in advance (additional time required for major activities). Basic information required about your activity:

* Title, topic or subject matter to be covered
* Gap analysis data (see SLU Activity Planning Document for instructions)
* Educational objectives that relate to the gap and educational outcome that you hope your learners will achieve
* Within the application you will need to indicate the level of educational outcome you are striving for:

 **Level 1: Reaction** Extent of Participation and Acceptance by the Learner

 **Level 2: Learning** Acquisition of new Skills and Knowledge by the Learner

 **Level 3: Behavior** Changes in Learner’s Clinical Practice

 **Level 4: Results** Changes in Patient Health Outcomes

 **Level 5: Changes** in Population Health Outcomes

* Target audience
* Draft of the course content including potential topics and speakers
* Preferred date and time
* Preferred location
* Funding sources and budget information
* Anticipated attendance and geographical range for marketing

After review by the CME staff and directors, you will receive a Service Agreement listing your responsibilities and the responsibilities of the CME Staff, which are critical when organizing a CME activity. You should contact the CME staff early. Adequate time for planning is vital for developing your course for CME approval. For most courses, a minimum of 9-12 months lead time is required.

# Validation of Content

The Course Director of this activity has ensured that the content of this presentation conforms to the ACCME policy activities which require accredited sponsors ensure that:

1. All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
2. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.
3. Providers are not eligible for ACCME accreditation or reaccreditation if they present activities that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME, or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients. An organization whose program of CME is devoted to advocacy of unscientific modalities of diagnosis or therapy is not eligible to apply for ACCME accreditation.

## Disclosure

It is the policy of Saint Louis University School of Medicine to ensure balance, independence, objectivity and scientific rigor in its continuing medical education program. Faculty and planning committee participating in these activities are required to disclose to the audiences prior to the activity the following:

1. A relevant financial relationship within the past 12 months (including yourself, spouse/partner) as defined by the ACCME;

The ACCME defines a “commercial interest” as any proprietary entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients, with the exemption of non-profit or government organizations and non-health care related companies.

1. Their intention to discuss a product that is not labeled for the use under discussion.
2. Their intention to discuss preliminary research data.

**Conflict of Interest Resolution**

If a presenter has indicated a financial disclosure that is relevant to the presentation then a COI resolution must be started as soon as the disclosure information is received but no later than 5 days prior to the event. Please see the policy and procedure on *Identification and Mechanism to Resolve Conflict of Interest.*

# Standards for Commercial Support

To meet the ACCME Standards for Commercial Support, all financial support must be paid directly to the accredited sponsor, either via the CME Office or to its authorized “agent”, including a university department, a joint sponsor or an affiliate authorized by the CME Office to receive and disburse funding. These payments may be for honoraria, travel, logistical expenses and other expenses for the operation of the activity. Program directors, speakers or anyone else connected with the program may not receive direct funds or support of any nature from the underwriter. Selection of faculty and the amounts of honoraria are determined by the program director in collaboration with the CME staff. “Commercial Support for a CME approved activity” includes financial support or in-kind support by providing equipment or supplies that pertain to the teaching of the activity.

Commercial Interest are not allowed to give advise on content, faculty selection, or make payments directly to anyone associated with the activity and the promise of an educational grant or in-kind support can not be a condition for support.

When a commercial supporter makes commitment of support, a *Letter of Agreement* must be obtained from that commercial supporter. This Letter of Agreement outlines the Standards of Commercial Support of the ACCME, and becomes an agreement between the commercial supporter and the accredited provider to maintain compliance with all guidelines. Commercial support must be acknowledged within all course materials including flyers, brochures and web site announcements. The grant documents must be approved and signed by the SLU authorized signature person for the School of Medicine.

### Evaluation Plan

The CME staff will work with the sponsoring organization or department to develop an evaluation plan for the activity that provides for feedback appropriate to the activity. Evaluation of CME activities by 75% of the participants is required for future planning. Educational Outcomes Measures (EOM) will be discussed at the planning event to determine the best action to take in gathering the appropriate data.

# CME Program Responsibilities

The CME Office is responsible for assuring compliance with ACCME policies and for facilitating the development and production of your activity. Once the activity is approved, the CME office will develop a Service Agreement based on the needs of your sponsoring department or institution.

Basic “accreditation” services provided by the CME Program involve the review and approval of your course for CME credits, communication of policies and guidelines governing activities approved for credits, monitoring the activity for compliance, review and approval of promotional materials, processing CME attendance information, producing certificates of attendance, and assuming the responsibility for compliance with ACCME policies.

The CME Office provides a full range of administrative support services for planning and implementation of your activity. Services will be discussed with you when you request approval of your course. A Service Agreement will be developed to meet your needs and will include the administrative fee. Services may include arranging conference facilities, exhibit management, marketing and promotion, financial services, budget development, faculty coordination, preparation of handout materials, registration management, use of the on-line registration software, course evaluation and on-site staffing.

# Promotional Materials

The CME Office will provide you with a promotion guideline that outlines the information required for announcements of approved CME activities and policies governing the format of those items. Please contact the CME office prior to development of any materials so that compliance with ACCME guidelines can be assured. We will review these policies and guidelines with you and provide you with prompt review of your materials for publication and distribution as well as the ACCME, AMA, and SLU statements and logos.

**Education Outcomes Measure**

The activity should be planned in order to have obtainable outcome measurements. Ask yourself what should your learners think or do differently when they leave your activity. Your measurement can be complex or it can be simple. Such as

“What are you going to change in your field of medical practice that will change your patient outcomes after the educational intervention that you received today?”

If you ask yourself this question during the planning process and you can not come up with several strategies then you should go back and check the gap and the barriers that you have identified and see if your content covers a new strategy.

**Regularly Scheduled Activities (Rounds, Journal Clubs, etc.)**

For additional information and requirements for SLU departmental activities, please see the *CME Procedures for Regularly Scheduled Conferences (RSCs).*