

SUPPLEMENT TO APPLICATION FOR CME CREDIT

- 1.1 The exact activity title is to be used on all corresponding paperwork, such as reports, sign in sheets, publicity, etc.
 - 1.2 All Applications for CME Credit for an RSS shall be for a maximum of one year; new application to be submitted annually. For One Time Activity, please indicate internal payment information. For RSS, please indicate how often the activity is to be held (monthly, weekly, daily, etc.) and if possible, which day of the week (for example, second Tuesday of each month, or every Tuesday).
 - 1.3 Indicate duration of actual learning time (such as 60 minutes, 90 minutes, 120 minutes).
 - 1.4 Indicate actual physical location (conference room, hotel, conference center, restaurant, etc.)
 - 1.5 Significant SOM faculty involvement is required for all Applications for CME Credit.
 - 1.6 The faculty person responsible will be the department chair or other chair appointed faculty.
 - 1.7 The contact person is responsible for documenting the series, such as completing the application, submitting sign in sheets, ensuring accuracy of sign in sheets, ensuring proper information is provided to activity participants, etc.
 - 1.8 Joint Sponsorship refers to activities that are outside of the University of Missouri, such as the MO Department of Health & Senior Services or MO Department of Mental Health. Outside groups that endorse or help fund a CME activity are not considered Joint Sponsors.
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- 2.1 Indicate the group of physicians targeted. **Target Audience** must be included in all publicity.
 - 2.2 **Educational objectives** must be included in all publicity and must be evaluated. See CME guidelines for additional information regarding learning objectives. Note that it is not necessary to develop separate educational objectives for each presentation in a RSS. It should be clear, however, how each presentation's topic relates to the series' educational objectives and you should communicate these purposes to each speaker and participant.
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- 3.1 Indicate who was surveyed and summarize results. Provide a copy of the actual survey form.
 - 3.2 Provide a copy of the evaluation summary. Indicate on application the overall summarization.
 - 3.3 Must be documented via copies of email, memorandum or other correspondence..
 - 3.4 Do not provide identifiable patient data; summarize only.
 - 3.5 One or more of the following: Discussion by faculty planning committee; Opinion of Department or Conference Chair; Advice from outside authorities in the field; Consensus conferences or other authoritative recommendations that define CME needs; Other-please describe. Must be documented via planning meeting notes, faculty meeting notes, memo, or letter, etc.
 - 3.6 Provide copy or reference of published data.
 - 3.7 Provide copy or reference of published literature.
 - 3.8 Provide documentation.
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- 4.1 All planning committee members (for RSS, at minimum the faculty member responsible for the activity) must complete the Conflict of Interest disclosure form (latest version will be available on CME website). Provide CV or bio information for those not on the faculty of the SOM.
 - 4.2 Description of how the activity is developed (for example, are there multiple meetings of a committee? One meeting with subsequent follow up phone calls? Or does one person plan the activity based on input from others?).
 - 4.3 Indicate which method will be used: Lecture (describe amount of time allotted for questions and discussion); Case Discussion; Panel Discussion; Hands-on Workshop; Demonstrations/simulation of procedure(s); Other (describe).
 - 4.4 For **one time activities**, please attach a schedule showing as much detail as possible regarding topics, speakers and dates that you have at this point. If you do not yet have a detailed schedule, attach whatever information you have about the topics to be addressed and submit the complete schedule when it is available. For **RSS**, please indicate proposed schedule (weekly, monthly, quarterly; and duration/time). Note that if a detailed schedule is provided for **one time activities**, the number of Category 1 credit hours available will be indicated when this application is approved. Note that it is your responsibility to notify the Office of Continuing Medical Education of any subsequent schedule changes that affect the amount of time spent in educational activities, so that an appropriate number of hours can be awarded.
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- 5.1 How and when will the activity's objectives be shared with speakers? Beyond simply providing a copy of the objectives, the objectives or purpose of each speaker's talk **must be discussed with each speaker. Please use the sample speaker letter on the CME website and make adjustments as needed, or use the CME Speaker Policy form** (CME Accreditation Policies for Presenters) **which is on the website as well.** Inform **all speakers in writing (and provide a copy of the sample speaker letter/communication with your application)** of the following guidelines required by ACCME & FDA regarding the content of their presentations (please provide proof of notification along with your application packet).
 - Representatives of industry may not determine the content of a speaker's presentation. Handouts and AV material may not include promotional material for any drug or medical device.
 - The activity taken as a whole must give a balanced view of therapeutic options. Even if one particular approach is advocated, alternatives must be discussed fairly.

- Speakers should clearly indicate when they are stating personal opinion or clinical impressions rather than research-based conclusions. When presenting research-based conclusions, the studies must be discussed or at least referenced in handouts.
- When discussing unlabeled or investigational uses of a drug or medical device, these uses must be clearly identified as such. This holds true for handouts as well as presentations and discussions.
- Generic names for drugs and devices should be used in handouts and discussion. In cases where a brand name is better known than the generic, the speaker may alleviate this problem by a brief explanation of the product's generic name, followed by use of the generic name in the remainder of the presentation or handout.

5.2 ALL speakers (regardless of their discipline or level or training) are required to complete an approved Conflict of Interest Form (see CME website for current version). **Disclosure form must be obtained prior to presenting at a CME activity.** For one-time activities, this information needs to be provided to each participant in writing as an individual handout. For an RSS, such as grand rounds, include the speaker's name and conflict of interest disclosure in the appropriate location on the sign-in sheet and, as indicated on the sign-in sheet, attach a copy of the disclosure form to the sign-in sheet. **A refusal to complete a conflict of interest form requires that the speaker not present at the activity.**

5.3 It is the School of Medicine's policy that full-time faculty members may not receive fees for speaking at one of the School's continuing medical education activities. This policy applies whether the fee is paid by the University or by another source. ACCME requires that speaker fees not be excessive. This is an application of the FDA's broader rule that commercial firms may not provide gifts of significant value to physicians. While there has been no clear definition of "excessive", it is important to the integrity of our activities that commercially funded speaker fees not be so great as to increase problems with conflicts of interest. The operational question is whether a fee is excessive under your particular circumstances. If the fee is so large that it has no plausible relationship to the value of the speaker's involvement in your activity, it probably constitutes an illegal gift, if commercial support is involved. For example, if you have invited a speaker with a national reputation as a researcher or public health leader, an unusually high fee might be appropriate. But if a similar fee was offered to an assistant professor not having a national reputation, the fee probably would be excessive. Our approach to this is to ask you to explain the circumstances that justify any speaker fee or honorarium that is \$2000 or greater. **If you will be paying fees at this level, please attach an explanation to the CME application.**

6.1 CME Publicity requirements: **Learning objectives** (as stated in this application); **target audience** (as stated in this application); sponsorship of the University of Missouri, School of Medicine (contact **CME** office for **logo**); **commercial support** (The following acknowledgement of commercial support must be shared with participants: "We gratefully acknowledge the support of the following companies: [List company names]"); **EOE/ADA statement** (contact CME office for latest wording); and, **accreditation statement**. The following required accreditation statement must be communicated to potential participants **verbatim** (although please note that the parenthesis and "s" should be removed and "credit" be used in appropriate single or plural form) in any and all publicity materials such as email, brochures, letters, handouts, etc., and on sign in sheets:

The Office of Continuing Medical Education, School of Medicine, University of Missouri-Columbia is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The Office of Continuing Education, School of Medicine, University of Missouri-Columbia 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.

Proofs of publicity materials must be submitted to the Director of Continuing Medical Education for approval **before** they are distributed. Materials may be faxed to Shirley Walters at [573] 882-5666 or emailed to walterssj@health.missouri.edu. Every effort will be made to respond within three working days. If you have not yet provided a detailed schedule and had an indication from the Director of Continuing Education as to the number of hours approved, you must do so at this point since accreditation information must be included in publicity materials. ***Approval for Category 1 credit will be withdrawn in the event that publicity materials not meeting ACCME requirements are distributed.**

6.2 If yes, please describe each source and the statement(s) to be used in communicating this to participants.

6.3 **For Grand Rounds and Other RSS:** A sample sign in sheet is available on the CME website (<http://som.missouri.edu/CME>). Sign in sheet must include the following required information: title of activity (as stated in the application); topic of presentation [if applicable]; speaker disclosure(s); accreditation statement with appropriate number of approved CME hours. Note that completed activity sign in sheets with attached disclosure form(s) must be stapled and MAILED to Karla Imhoff at the below address. **For One-Time Activity:** A record of attendance must be provided to the CME Office after the activity in the form of a sign in sheet or other verification of attendance form. The following information must be included for each participant who actually attended the activity: Signature; Name; Complete mailing address (including zip code). All attendance information should be mailed to **Karla Imhoff, 2401 Lemone Industrial Blvd. DC345.00, Columbia, Missouri 65212.**

7.1 Your CME activity must be evaluated. Note that for an RSS, it is not required to evaluate each presentation and/or speaker; rather, the overall CME activity should be evaluated. Evaluation questionnaire must specifically ask the following: Were the CME learning objectives met?; What did you learn in this CME activity that you will apply to your practice of medicine?; and, What change(s) will you incorporate into your practice as a result of knowledge acquired during this CME activity? An effort must be made to evaluate every activity providing Category 1 credits. For an RSS, you may evaluate at any interval you find reasonable, i.e. weekly, monthly or quarterly. **[Note: We ask that you do not provide the actual evaluation data for each**

participant (for example, the evaluation forms filled out by participants). We require a summary of the evaluation results to be provided with your interim and final or post-activity reports.]

- 8.1 *When commercial support is involved, please allow adequate time to collect all of the necessary documentation in advance of the activity. Lack of preparation or last minute additions will result in an activity that is not accredited for Category 1 CME Credit. A model letter of agreement is provided on the website. Please see Letter of Agreement and Standards for Commercial Support for details. **A signed letter of agreement must exist before commercial support can be accepted. Once you have obtained the commercial supporter's signature, please forward the agreement to Allison Rentfro for signature. These signed agreements must be submitted as part of the interim/final or post-activity report.** All commercial support must flow through accounts under School of Medicine control, or in the case of a jointly sponsored activity, that entity must show proof that the commercial funding was given to them. Additionally, documentation must also be shown that verifies all expenses, i.e. catering and honoraria, travel accommodations, etc. for all speakers, was appropriately handled through a School of Medicine account. Social activities funded by commercial supporters must not compete with educational sessions and must not be lavish. Commercial exhibits must be physically separate from educational sessions and must not be scheduled in a way that competes with educational activities. Note that no commercial funds may be used to pay the travel or lodging expenses of activity participants (as distinct from speakers), since this would likely constitute an illegal gift of substantial value to a physician from a drug or medical device company. The passage of commercial funds through School of Medicine accounts in no way alleviates this problem, and it is your specific responsibility to assure that this does not occur.*