

From CME Marshall University JCE School of Medicine -

CME offers this document as an example of a template for planners. With modification it could be used for teachers, authors and members of planning committees. It offers the provider the opportunity to be explicit about the expectations of the CME enterprise.

For Planners utilizing this letter template – delete this header and use your letterhead. Provide a **copy** to CME to support your CME application.

Dear < insert name of Faculty Member/Author/Teacher>:

RE: Standards of Practice in Continuing Medical Education

We are pleased that you are able to participate in our CME activity scheduled for <Insert date> at the <insert location> in <insert city>.

As stated in previous communication, Marshall University Joan C. Edwards School of Medicine (MUJCESOM) is accredited by the Accreditation Council for Continuing Medical Education. Since our accreditation is important to us, we plan activities that meet the ACCME's expectations for our practice of continuing medical education. We look forward to working with you to assure that this activity is of the highest standard.

The activity we have asked you to participate in is based on <insert identified need>. We have planned the activity so that <insert expected result>. The purpose or objective of your contribution is <insert purpose or objective>. We need your disclosure information of your financial relationships that are relevant to this content.

Use the paragraph ONLY if an \$Honorarium Applies:

As discussed with you previously, MUJCESOM has agreed to pay you an honoraria of <insert amount> and reimburse certain expenses you may incur as provided in our policies. MUJCESOM policies and procedures on reimbursement are presented via the CME website <http://musom.marshall.edu/cme/honoraria.htm>. If an honorarium applies, the invited speaker must complete and Independent Contract Agreement and a Travel Form. These will be provided to the speaker via mail or email or with this letter. It is also our policy that faculty not accept any additional payments or reimbursements from any commercial interest for presenting CME activities for MUJCESOM.

In addition, we draw your attention to the following,

Information for Learners The information above on needs, expected results, and purpose or objectives will be provided to learners by **MUJCESOM**. <These have been framed in terms of physician change or health status improvement which is in keeping with our CME mission.>

Content Validation MUJCESOM expects that all of its CME program will adhere to the ACCME's content validation value statements.

Specifically, 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. 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. Please contact CME MUJCESOM if you do not feel your presentation can meet these standards.

**Safeguards
Against
Commercial
Bias**

MUJCESOM expects that the content or format of CME activities and related materials will promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

We employ several strategies to ensure the absence of commercial bias and you are integral to their successful implementation. FACULTY DISCLOSURE FORM

1. On the basis of the information you provide, we will determine if you have <no/the following> relevant financial relationships with commercial interests that create a conflict of interest with respect to your role in this activity. We will be disclosing this information to our learners before the activity, identifying any conflicts of interest and their resolution. **(Information based on past 12 months, before activity date)**.
2. We also remind you that CME must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If your CME educational material or content includes trade names, trade names from several companies should be used where available, not just trade names from a single company.

**Measurements
of
Effectiveness**

MUJCESOM will be seeking feedback from the learners on the effectiveness of this CME activity through a post activity participant evaluation. We will be seeking information on learning objective(s) discussed, outcomes presented, clinical relevance, meeting logistics, commercial support, speaker, lecture content and quality, validation of clinical content, likes, dislikes, future educational needs..

**Educational
Materials**

Educational materials that are a part of this activity, such as slides, abstracts, and handouts, cannot contain any advertising, trade names, or product-group messages.

Again, thank you for agreeing to work with us in this CME activity. We look forward to this activity making an important contribution to the continuing professional development of our learners and to your professional practice.

Sincerely,

<Insert Name>

<Insert Job Title>