

All Events & JOINT SPONSORSHIP REQUEST QUESTIONNAIRE

Joint Sponsorship Policy requires that MUSOM CME be involved in the planning of each phase of the proposed program. The following questions will be used as a planning tool for CME and the organization requesting CME credit: A formal application will be presented at the initial planning meeting.

1. How will you determine that a CME program is necessary? (supporting documentation)
2. Who is the intended audience?
3. What are the learning needs identified for the audience?
4. What is the overall goal of this program?
5. What are the learning objectives that will help the participants meet the program goal?
6. Upon completion of this program, participants will be able to do what?
7. What criteria were used to select the faculty?
8. What teaching methods will be used? (live lecture, round table, internet, av required)
9. What evaluation methods will be used? (audience satisfaction, pre and post tests, informal, online, etc.)
10. Do you plan on doing a follow up study with participants regarding short and long term effectiveness of this event on clinical practice?

All Events & JOINT SPONSORSHIP POLICY-Marshall University School of Medicine

For proposed programs:

1. Mission: The proposed program must be consistent with the CME. Mission of MUSOM and follow application requirements addressing the Essentials, Policies, Guidelines and Standards for Commercial Support.
2. Request for Sponsorship: Begins with the Letter of Consideration, 9 months to 1 year before the proposed program date.
3. Planning: The Assistant Dean for CME will be a member of the Planning Committee. Additional planning members should be comprised of the MUSOM faculty and staff, either part-time or full-time, who could contribute to the program planning process.
4. Planning Minutes: Minutes should be kept to identify all planning phases. (Needs, Learning Objectives, Faculty, Agenda, Budget, etc.)
5. Credit Category: CME will only be responsible for obtaining Category I Credit Approval for Physicians. The requesting organization must obtain application for all other types credit for other non-physician health professionals.
6. Application: A Formal CME Application is required for submission of the proposed event for Category I credit consideration. This application will be presented to the planning committee chairperson at the initial meeting with the Assistant Dean for CME . (Consisting of Planning Modules, Speaker Packets, Educational Grant Packets, Consulting Agreement, etc.)
7. Approval. After submission the approval process will take 10 days to 2 weeks. Allocate ample time in the planning process for this approval period. The application must be submitted in its entirety including supporting documentation.
8. Advertisement: No reference may be made regarding "pending" credit approval prior to the official notification of the approval. All advertisements must be approved by MUSOM CME prior to release. Marshall University School of Medicine must be listed "prominently" as the sponsor of the program on all announcements.
9. Accreditation Statement and Credit Statement. CME will provide camera ready statements for use on all advertisements.
10. Additional Statements Required. Faculty Disclosure and Americans with Disabilities Act: CME will provide specific wording for use on all advertisements.
11. Attendance Forms and Evaluation Forms: CME will provide Attendance Form and audience reaction Evaluation Form templates for the approved program.
12. Files: CME will maintain on file for 6 years CVs, Faculty Disclosures, handouts, announcement materials, attendance list, completed evaluation forms and applicable Summaries.