



Office of Continuing Medical Education
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Activity Chairman Guidelines for Content

As an ACCME-accredited provider of CME, the MUSOM CME program is committed to ensuring fair balance, independence, objectivity, and scientific rigor in all its sponsored programs. As such, the Activity Chairman of all MUSOM CME activities is required to ensure the identification and resolution of any concerns about integrity and independence.

If the activity chairman discloses any commercial or industry relationships with an *ineligible company* either in the initial CME program application meeting, on their declaration disclosure form, or at the CME office's request, an alternate reviewer must be appointed. An alternate reviewer could be *either* a Co-activity Director, an activity planning committee member, or an assigned Independent Peer Reviewer. The alternate reviewer should be an expert in the field being presented and must be approved in advance either during the preliminary proposal or formal application process by the Associate Dean of CME.

In addition, the alternate reviewer must be listed as part of the planning committee, as well as have a completed Declaration Disclosure RFR form. The identified reviewer must understand that their role is to ensure the balance and scientific rigor of the program as presented to the CME office. Once the activity is formally approved by the CME office, the Activity Director/Alternate Reviewer's responsibilities will be as follows:

- All abstracts and disclosure forms must be reviewed in advance of presentations by the Activity Director/Alternate Reviewer. All presentations given by CME faculty who appear to have a possible conflict, as determined by the Activity, must be monitored during the meeting. **(ACCME Standard 1: Ensure Content Validation)**
- The Activity Director/Alternate Reviewer must be in attendance for the activity itself and must monitor any presentations where a potential conflict has been identified. In addition, he/she will be expected to comment upon the overall program and individual presentations for scientific rigor, evidence-based treatment recommendations, balance, and objectivity. **(ACCME Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education)**
- In the case of concurrent sessions, more than one person must be available who is knowledgeable in the field and approved before the event by the application process to attend sessions deemed to have a potential bias. **(ACCME Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education)**
- The Activity Chairman/Alternate Reviewer may determine before an activity, because of a review of the slides or discussion with the presenter, that the perceived conflict has been resolved and will confirm this in writing by documenting as such on-speaker declaration disclosure form under the Activity Chairman section. **(Standard 3: Identify, Mitigate, and Disclose Relevant Financial Relationships)**
- The Activity Chairman/Alternate Reviewer may elect to work with one or more associates who must also complete a declaration disclosure and be approved through the application process. **(Standard 3: Identify, Mitigate, and Disclose Relevant Financial Relationships)**
- The Activity Chairman/Alternate Reviewer will confirm that all meeting arrangements (i.e. meeting rooms, meals, etc.) comply with MUSOM CME and ACCME Rules standards, and guidelines. **(ACCME Standard 4: Standard 4: Manage Commercial Support Appropriately & ACCME Standard 5: Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education)**

Updated January 2023 by Mohammed Ranavaya MD, JD, Associate Dean CME

<https://jcesom.marshall.edu/continuing-medical-education>