



**Office of Continuing Medical Education**  
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Dear

**RE: Standards of Practice in Continuing Medical Education**

We are pleased that you can participate in our CME activity scheduled for \_\_\_\_\_  
 at the \_\_\_\_\_ in \_\_\_\_\_

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 ensure that this activity is of the highest standard.

The activity we have asked you to participate in is based on \_\_\_\_\_. We need your disclosure information of your financial relationships that is relevant to this content.

[disclosure-of-info-relevant-financial-relationship-form.pdf \(marshall.edu\)](#)

**Honorarium:**

As discussed with you previously, MUJCESOM has agreed to pay you an honorarium of \_\_\_\_\_.

MUJCESOM policies an honorarium, [speaker-and-honoraria-policy.pdf \(marshall.edu\)](#), and the invited speaker must complete an [Independent Contract Agreement](#). 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**

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

**Content Validation**

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 referenced, reported, or used in CME to support or justify patient care recommendations must adhere to generally accepted standards of experimental design, data collection, and analysis.

## **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 or a commercial interest.

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

1. Based on your information, we will determine if you have relevant financial relationships with commercial interests that create a conflict of interest concerning your role in this activity. We will disclose this information to our learners before the activity, identifying any conflicts of interest and their resolution. (**Information based on past 24 months, before activity date**).
2. We also remind you that CME must give a balanced view of therapeutic options. The use of generic names will contribute to this impartiality.
- 3.

## **Measurements of Effectiveness**

MUJCESOM will be gathering feedback from the participants regarding the effectiveness of this CME activity through a post-activity participant evaluation. We will seek information on the discussed learning objectives, presented outcomes, clinical relevance, meeting logistics, commercial support, speakers, lecture content and quality, validation of clinical content, likes, dislikes, and 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.

Please submit a copy of all documents to [cmeoffice@marshall.edu](mailto:cmeoffice@marshall.edu).

Again, thank you for agreeing to work with us on this CME activity. We anticipate that this activity will significantly contribute to the ongoing professional development of our learners and to your professional practice.

Sincerely,

CME Office  
[cmeoffice@marshall.edu](mailto:cmeoffice@marshall.edu)