



Center for Accredited
Healthcare Education

Policy on Joint Sponsorship

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Approved by:

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Policy Statement

The Center for Accredited Healthcare Education (CAHE) holds the activities it jointly sponsors to the same standards relating to direct sponsorship by CAHE. To ensure CAHE is able to fulfill its responsibilities in Joint Sponsorship as required by ACCME Essential Areas and standards, the following conditions must be met in any joint sponsorship relationship into which CAHE may enter:

- The proposed activity must be consistent with CAHE's CME mission statement.
- The Center for Accredited Healthcare Education must be involved in the planning and development of any jointly sponsored activity it designates for credit. A representative of CAHE must review and approve the educational grant proposal including but not limited to a review of the needs assessment process, identified knowledge gaps, the learning objectives, design of the educational activity, content outlines/overviews, faculty selection (CAHE will vet all potential faculty through the HHS OIG exclusion database), and evaluation methodology including post-activity educational outcomes measurement (Moore Level 3 minimal).
- All jointly sponsored activities must comply with the ACCME Essential Areas and standards. Any funds solicited on behalf of the activity must be received by the Center for Accredited Healthcare Education or must be authorized in writing to be delivered to the joint sponsor who shall provide full budgets and updates to CAHE in writing. The nonaccredited sponsor may solicit funds with the direction of the CAHE and may not make any representations or commitments to funding sources as to content, choice of speakers, or anything else not allowed by the Essential Areas and policies of the ACCME. A fully executed Letter of Agreement must be on file. The commercial supporter must be acknowledged in the activity's materials. All faculty and staff involved in content development are required to disclose all financial relationships with commercial interests within the past 12 months..
- The Center for Accredited Healthcare Education will review the budget for any proposed jointly sponsored activity to ensure that adequate resources have been devoted to the development of an activity consistent with meeting the activity's objectives. CAHE reserves the right to withdraw from an activity if resources are inadequate for the development of a high-quality activity.
- CAHE utilizes a Three Tier Review process to oversee the development of educational materials (including all invitations, handout materials, and presentation materials)
- CAHE must review and approve all materials associated with the activity prior to their release. CAHE must be clearly recognized as a joint sponsor. The following joint sponsorship statement must appear on all materials:

This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of the Center for Accredited

Healthcare Education and <name of nonaccredited sponsor>.

- CAHE holds its jointly sponsored activities to the same standards as the activities it directly sponsors with regard to fulfillment of its CME mission, needs assessment, setting of objectives, use of systematic planning processes, evaluation, documentation, and the ACCME Essential Areas and standards with regard to commercial support and enduring materials.
- The ACCME Essential Areas and standards as well as guidants issued by the AMA, FDA, HHS OIG, and PhRMA/AdvaMed must be followed by the joint sponsor.
- All potential joint sponsorships will be examined on their individual merits.
- CAHE will charge a fee for its services. This fee and the terms for its payment will be mutually agreed to and codified in a Joint-sponsorship Letter of Agreement.

Procedure

- *CAHE Collaboration:* In order for an activity to be approved for joint sponsorship by CAHE, a member of its staff will:
 - serve on the planning committee
 - be involved in the selection of faculty and chair
 - be involved in all levels of planning
 - ensure that the activity will be developed in accordance with ACCME and AMA requirements
- *Determination of Activity Need.* The need for each CME activity must be substantiated with a minimum of three sources. (e.g. review of the relevant literature, expert observation/opinion, society or professional organization identified needs, governmental agency recommendation)
- *Statement of Learning Objectives.* Learning objectives for any jointly sponsored activity must be observable and based on Bloom's Taxonomy.
- *Activity Announcements*
 - After an activity has been approved for credit, the activity announcement, flyer, brochure or other electronic method of announcing the program should be developed. **A draft of the exact communication piece must be approved by CAHE before it goes to print.**
- *Certification Fee Structure.* The fee structure for jointly sponsored activities is as follows:
 - CAHE Certification Fee: This represents the oversight and involvement in the planning process by members of CAHE's staff, the expertise and maintenance of expertise concerning the rules and responsibilities of sponsors of continuing medical education as derived from the ACCME, AMA, FDA, HHS OIG, and other recognized organizations, and the fees required to maintain that accreditation. This fee represents the costs to CAHE associated with the maintenance of detailed records of physician participation in CME activities sponsored by CAHE, and the cost of certificate production.
 - Certification fees will be negotiated with the joint sponsor depending on the amount of commercial support available, and the type of organization requesting the joint sponsorship relationship
 - Post-Activity Metrics Fee: A flat fee will apply to provide short- and long-term post-activity outcomes evaluation metrics (at Moore Level 3).