

Definition of CME Terminology

Audience Disclosure Announcements – several announcements must be made to the audience prior to the start of the CME activity including the speaker's/planning committee's commercial relationships, method for resolving potential conflicts of interest, commercial support received for the activity, and investigational or off label references.

CME Program Director – has direct oversight and supervisory responsibility for the CME activity. The Program Director reviews the speaker's Disclosure, resolves conflicts of interest prior to the start of the activity, ensures that activities are free from commercial bias, announces to the audience the speaker's relationships (or lack of), the method used to resolve conflicts of interest and the sources of commercial support.

CME Program Coordinator – handles programmatic logistics for the CME activity and acts as the liaison to the OCME.

Commercial Support – must be in the form of an educational grant, payable to the Provider (DUCOM) or approved designee. The grant must be preceded by the *Letter of Agreement* (LOA) which has been signed by the Commercial Supporter and the Assistant Dean of CME. If the commercial supporter intends to cover the cost of refreshments for a grand round, the department makes the arrangements, advances the funds then reimburses the departmental account when grant funds are received. A representative of the Commercial Supporter (i.e. marketing rep.) **can not** make independent arrangements to supply refreshments for a CME accredited event or "drop by" with food/beverage.

Data Submission Form – check off sheet to be used when forwarding materials to OCME.

Disclosure and Declaration Form – (formerly Conflict of Interest Statement) must be completed by all individuals who have an opportunity to influence the content of a CME activity. Planning committee members, program director, moderators, speakers, etc.. are required to disclose his/her commercial relationships prior to the start of the activity. All potential conflicts of interest must be identified and resolved prior to the presentation. If speakers refuse or fail to submit the Disclosure form, the individual **may not** participate in the CME activity. CME credit **can not** be released if the Disclosures are not on file in OCME.

Guidelines for Individuals Planning and/or Presenting at CME Activities – outlines expectations and requirements of the speakers and planning members

Evaluation Form – the tool used to evaluate CME activities. Forms must be distributed, data summarized and forwarded to OCME

Honoraria Policy – DUCOM's established policy for the payment of honoraria for CME activities

Letter of Agreement (LOA) – all financial support for a CME activity must be preceded by and LOA. The LOA must identify Drexel University College of Medicine as the Accredited Provider. The LOA must be signed by the Commercial Supporter and DUCOM's Assistant Dean of CME. A copy of the fully executed LOA must be forwarded to the OCME.

Marketing Materials, Brochure, flyer, save the date notice, poster, electronic announcement, etc. – **must** be pre-approved by the OCME prior to printing and distribution. Allow 1 week for review of flyers, 4 weeks for brochure.

Policy and Procedures on Disclosure, Resolution of Conflicts of Interest and Content Validation – conflicts of interest must be resolved prior to the CME activity. Acceptable methods for resolving conflicts are outlined in the policy. The individual's commercial relationship(s) and method used to resolve the conflict must be announced to the audience prior to his/her presentation.

Regularly Scheduled Conferences (RSCs) – grand round/M&M/case conference/tumor board/journal club, etc..

Speakers – must disclose commercial relationships, assist in the resolution of conflicts of interest, use generic names, deliver an evidence based, scientifically valid presentation, and clearly identify unlabeled and investigational application of treatments.

Speaker Letter – letter to speaker which outlines obligations and expectations

Verification and Resolution Form – the program director's attestation that all compliance requirements were addressed before and during the CME activity. The form must be signed and dated by the program director **after** the activity and forwarded to the OCME. CME credit **can not** be released if the VR and Disclosures are not on file in OCME.