

## Policy for Joint Providership of AMA PRA Category 1 Credit™

If at any time during the planning process the activity planner needs guidance with the requirements or policies, they are encouraged to contact the Pennsylvania Medical Society's (PAMED) CME office at (800) 228-7823 or [CMEAdmin@pamedsoc.org](mailto:CMEAdmin@pamedsoc.org). The CME office staff will act as the CME Advisory Panel liaison for all directly provided, or jointly provided, CME Category 1 activities.

1. An [Intent to Apply for Category 1 CME Credit](#) should be sent to the CME office during the initial stages of planning the activity.
2. Prior to the first planning meeting, all those involved in controlling the content (e.g., topics and speakers) must complete an online disclosure form so there is sufficient time to mitigate any potential conflicts of interest that planners may have with commercial interest.

The activity program director is responsible (with the CME staff) for reviewing the faculty and planning committee disclosure forms to assess if there are any "conflicts of interest" among those who have the opportunity to control the content of the meeting. The Accreditation Council for Continuing Medical Education (ACCME) considers financial relationships to create actual conflicts of interest in CME when individuals have both a financial relationship with an ACCME-defined ineligible company **and** the opportunity to affect the content of CME about the products or services of that ineligible company. The potential for maintaining or increasing the value of the financial relationship with the ineligible company interest creates an incentive to influence the content of the CME — an incentive to insert commercial bias. When a conflict of interest has been identified, the program director or designated appointee must collaborate with PAMED CME to apply a pre-approved mechanism to mitigate the conflict.

3. A PAMED CME Activity Application with draft agenda, session descriptions, a list of activity planners and proposed faculty must be completed and submitted to the CME office through PAMED's online platform during the **beginning** stages of program development to assure that program planning is being done in compliance to the ACCME's accreditation requirements and Standards for Integrity and Independence. Applications will not be accepted during the final stages of the planning process.
4. Upon receiving the application, staff will conduct a preliminary review to verify that all documentation is in order and that the activity is being planned according to the established accreditation requirements governing all Category 1 CME activities as set forth by the ACCME and AMA. Please allow time for potential revisions to the application.
5. The application and any other relevant information will be forwarded to PAMED's CME Advisory Panel for review and final approval. The CME Advisory Panel will approve or reply with comments and concerns within two-three weeks of receiving the information.
6. The activity planner will be notified in writing of the CME Advisory Panel action after a decision has been made.

7. The CME office is notified through the application as to how the event will be funded a) exhibits/sponsorships/advertisements, b) educational grants from commercial interests, or c) organizational support (funds from the host organization).
  - a. For promotional fees such as exhibits, advertisements or sponsorships, the activity planner must submit for review and approval a copy of the letter/marketing materials that will be used to solicit these funds before these materials are distributed. The types of promotional opportunities and the associated fees should be outlined in the materials.
  - b. If the joint provider is interested in applying for an educational grant (i.e., commercial support), notify PAMED before taking any actions.

**Note:** Grants require special oversite and follow-up and are only granted in special circumstances. One such requirement is that commercial support for a Category 1 activity by an ineligible company must be received in the form of an educational grant. Commercial Support Letters of Agreement must be executed, and management of the funds must be in compliance with the ACCME's Standards for Integrity and Independence. All Commercial Support Letters of Agreement must be reviewed and signed by a designated representative of PAMED's CME office and a representative of the ineligible company. If the activity is jointly provided, the signature of the joint provider should be included as well. **Executed Letters of Agreement must be in place at least one week prior to the date of the activity or the funds may not be accepted.**
8. All **promotional material (brochures, flyers, emails, etc.)** for the activity must contain the following components and must be reviewed and approved by the CME office **before being distributed:**
  - PAMED's accreditation and designation statements (promotional and educational materials)
  - disclosure statements (educational material),
  - appropriate acknowledgement of commercial support, if applicable (promotional and educational materials).

**Note:** CME may never be mentioned on any materials prior to the activity being approved for *AMA PRA Category 1 Credit™*. Statements such as "CME approval pending" may **not** be used.
9. All education-related materials that will be provided to learners as part of the activity must be reviewed and approved **one week prior to the activity and before being reproduced or distributed.**

Learner materials should include:

  - a. Disclosure to the learners of any financial relationships of both planners and faculty. If no one has any relationships to report, the following statement should be included and given to participants prior to the beginning of the session: *None of the planners or faculty have any relevant financial relationships to disclose.*
  - b. Acknowledgement of commercial support (educational grants), if applicable
  - c. Speaker presentation slides/materials
  - d. Additional educational materials (brochures, articles, reference material, patient education material, etc.).
  - e. Instructions on how to claim CME credit (i.e. link to PAMED online evaluation)

10. PAMED audits a small percentage of CME activities each year. If your activity is selected for audit, a complimentary registration will be provided to a member of PAMED's CME team. Travel reimbursement expenses for one staff person will be billed to the joint provider, up to a maximum of \$300.
11. **Within 3 days** of the activity completion, submit a list of names and email addresses of the program attendees to the CME office in the Excel template format provided by the CME office, indicating the number of hours earned for each attendee and the attendee type (i.e., physician, non-physician).
12. **Within 30 days** following the activity, a completed financial summary report using PAMED's standardized financial reporting form must be submitted to the CME office.
  - Note: the joint provider is responsible for **all** costs related to the CME activity.

Please sign below and submit this form to PAMED's CME office:

Email: [CMEAdmin@pamedsoc.org](mailto:CMEAdmin@pamedsoc.org)

Fax: (855) 719-0497

Mail: Pennsylvania Medical Society  
Attn: CME Dept  
400 Winding Creek Blvd  
Mechanicsburg, PA 17050

By signing this document, I agree with and accept the following statements:

1. I have read and understand PAMED's Policy on Joint Providership of *AMA PRA Category 1 credit™*.
2. Our organization will adhere to this policy, as well as the ACCME's Accreditation Requirements and the Standards for Integrity and Independence, for any continuing medical education activity awarded Category 1 credit through PAMED.
3. As the joint provider, our organization is fully responsible for **all** costs associated with any CME activity accredited through PAMED for our organization.
4. If our activity is selected for audit, our organization agrees to provide one complimentary registration and reimburse travel expenses for one PAMED CME staff member up to a maximum of \$300, if applicable.