

## **Policy for Joint Providership**

The Medical University of South Carolina Office of Continuing Medical Education will review requests for joint providership of CME activities with non-accredited organizations when the following statements have been affirmed.

- The educational activity is consistent with the CME mission for the Medical University of South Carolina College of Medicine.
- Any CME activity through the Medical University of South Carolina College of Medicine that is considered for joint providership must meet all of the policies and procedures of the Accreditation Council for Continuing Medical Education (ACCME),
- All of the policies and procedures regarding joint providership by the Medical University of South Carolina Office of Continuing Medical Education apply to all joint providership activities.
- Approval of CME credit can be withdrawn at any time, based upon compliance with the Medical University of South Carolina Office of Continuing Medical Education Policies and Procedures for Joint Providership, the Medical University of South Carolina Financial Policies and Procedures and the ACCME policies and procedures.

The granting of *AMA PRA Category 1 Credit™* by the Medical University of South Carolina requires careful consideration by both the Medical University of South Carolina Office of Continuing Medical Education and the full-time MUSC College of Medicine faculty member who serves as a liaison with the organization.

## **Procedures for Joint Providership**

*Any CME activity in which planning and development of activities have already taken place before the Office of CME is contacted will not be eligible for accreditation.*

1. A full time MUSC College of Medicine faculty member must serve as liaison between the non-accredited professional society or organization and the MUSC College of Medicine.
2. A full time MUSC College of Medicine faculty member and an MUSC Office of CME Manager must be integrally involved in the following aspects of planning and implementation of the CME activity.
  - Identification of practice gap(s) and educational needs
  - Development of educational objectives
  - Educational design and curriculum planning
  - Development of evaluation and outcome measurement instruments
  - Identification of faculty
  - Requests for commercial support
  - Management of commercial support monies

- Budget planning and development
  - Development of brochures, websites and other promotional methods
  - Conference management for first time activities
3. A **Request for CME Certification form** for the CME activity must be submitted to the Office of CME at least 8 months prior to the activity date. Additional forms will be forwarded to the organization applying for joint providership.
  4. If the activity is approved, the non-accredited organization requesting joint providership must sign a formal agreement which acknowledges acceptance of the Office of CME policies and procedures for AMA Category I credit. The non-accredited organization also will agree to fulfill all requirements defined in this policy.
  5. All promotional materials must adhere to the MUSC Office of CME Promotional Materials Policies. All materials must be approved by the Office of CME **before** printing or electronic distribution by email or posting to the organization's website.
  6. The MUSC Office of CME Manager is required to be onsite for all CME live activities. If the activity is held outside of Charleston, all travel, lodging and meal expenses for the MUSC CME Manager will be billed to the joint provider's conference account. The CME accreditation fees do not cover these expenses.
  7. Unless the Office of CME is handling registration for the activity, all registration information and final attendee list must be received by the Office of CME (within two weeks after the conclusion of the activity).
  8. The CME fee for joint providership activities is based on a flat rate determined by the Associate Dean for Continuing Medical Education.
  9. When an activity is cancelled by the joint provider, it is understood that all expenses incurred by the Office of CME will be reimbursed by the joint provider. Payment for these services must be made within 4 weeks.

January 2016