

# 2025 RSS Lunch & Learn

October 8, 2025



# Introduction of CME Staff

Associate Dean of CME

Director of CME

Business Manager

Senior CME Manager

CME Manager/RSS Coordinator (MUSC Charleston)

CME Manager/RSS Coordinator (MUSC Charleston)

CME Manager/RSS Coordinator (RHN & Affiliates)

Administrative Coordinator

Administrative Coordinator

Alec DeCastro, MD

Elizabeth Gossen

Shirley Maxwell

Monica Conetta

Heidi Callahan

Stacy Fletcher

Franny Russell

Stacey Thompson

Chloe Kehlenbeck

# RSS Contacts

## RSS's held on MUSC Charleston campus:

**Heidi Callahan**

[callahhe@musc.edu](mailto:callahhe@musc.edu)

**Stacy Fletcher**

[fletchst@musc.edu](mailto:fletchst@musc.edu)

## RSS's held at RHN's and affiliate locations:

**Franny Russell**

[russellf@musc.edu](mailto:russellf@musc.edu)



# Definition of CME

## Activities which

- Maintain, develop, or increase
  - Knowledge
  - Skills
  - Professional performance
  - Relationships
- Physicians use to provide services to
  - Patients
  - The public
  - The profession

CME Activities must be designed to contribute to  
improving physician practice.

## What is a Regularly Scheduled Series?

A **regularly scheduled series (RSS)** is a course planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly; and is primarily planned by and presented to the accredited organization's professional staff. Examples include grand rounds, tumor boards, and morbidity and mortality conferences.



**Accreditation Council<sup>TM</sup>**  
for Continuing Medical Education  
*learn well*

## **Standards for Integrity and Independence in Accredited Continuing Education**

**Released December 2020**

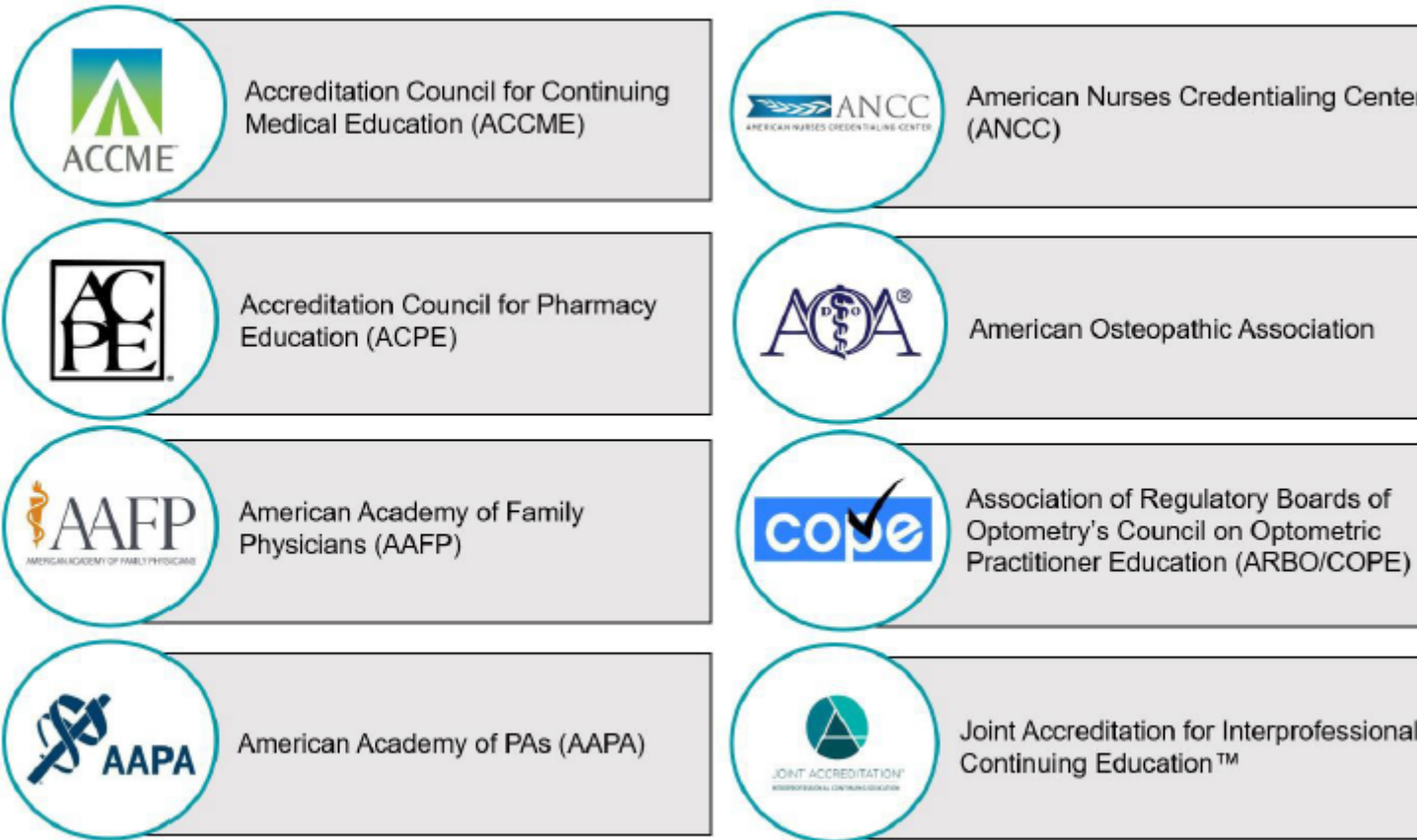
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# Introduction of Standards for Integrity and Independence in Accredited Continuing Education

The Standards for Integrity and Independence in Accredited Continuing Education have been drafted to be applicable to accredited continuing education across the health professions. The Standards are designed to:

- Ensure that accredited continuing education serves the needs of patients and the public.
- Present learners with only accurate, balanced, scientifically justified recommendations.
- Assure healthcare professionals and teams that they can trust accredited continuing education to help them deliver safe, effective, cost-effective, compassionate care that is based on best practice and evidence.
- Create a clear, unbridgeable separation between accredited continuing education and marketing and sales.

# Standards for Integrity and Independence in Accredited Continuing Education





# Standards for Integrity and Independence in Accredited Continuing Education

## Eligibility

The ACCME is committed to ensuring that accredited continuing education (1) presents learners with only accurate, balanced, scientifically justified recommendations, and (2) protects learners from promotion, marketing, and commercial bias. To that end, the ACCME has established the following guidance on the types of organizations that may be eligible to be accredited in the ACCME System. The ACCME, in its sole discretion, determines which organizations are awarded ACCME accreditation.

### Types of Organizations That May Be Accredited in the ACCME System

Organizations eligible to be accredited in the ACCME System (**eligible organizations**) are those whose mission and function are: (1) providing clinical services directly to patients; or (2) the education of healthcare professionals; or (3) serving as fiduciary to patients, the public, or population health; and other organizations that are not otherwise ineligible. Examples of such organizations include:

- Ambulatory procedure centers
- Blood banks
- Diagnostic labs that do not sell proprietary products
- Electronic health records companies
- Government or military agencies
- Group medical practices
- Health law firms
- Health profession membership organizations
- Hospitals or healthcare delivery systems
- Infusion centers
- Insurance or managed care companies
- Nursing homes
- Pharmacies that do not manufacture proprietary compounds
- Publishing or education companies
- Rehabilitation centers
- Schools of medicine or health science universities
- Software or game developers

# Standards for Integrity and Independence in Accredited Continuing Education

## Ineligible Companies

### Types of Organizations That *Cannot* Be Accredited in the ACCME System

Companies that are ineligible to be accredited in the ACCME System (*ineligible companies*) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Examples of such organizations include:

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers
- Reagent manufacturers or sellers

# Standards for Integrity and Independence in Accredited Continuing Education

## **Owners and Employees of Ineligible Companies**

The **owners** and **employees** of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in Standard 3.2.

There are three exceptions to this exclusion—employees of ineligible companies can participate as planners or faculty in these specific situations:

- a. When the content of the activity is not related to the business lines or products of their employer/company.
- b. When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
- c. When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.

# Standards for Integrity and Independence in Accredited Continuing Education

**A copy of the standards are included in your handouts and online**

**Standard 1:** Ensure Content is Valid

**Standard 2:** Prevent Commercial Bias and Marketing in Accredited Continuing Education

**Standard 3:** Identify, Mitigate, and Disclose Relevant Financial Relationships

**Standard 4:** Manage Commercial Support Appropriately (Educational Grants)

**Standard 5:** Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education (Exhibitors)

## Standard 3:

**\*\*RSS Coordinators are responsible for collecting disclosures for their activities. \*\***

**Disclosure should be completed *at least* one week prior.**



# Standards for Integrity and Independence in Accredited Continuing Education

## Standard 3: Identify, Mitigate, and Disclose Relevant Financial Relationships

Standard 3 applies to all accredited continuing education.

Disclosure Submitted



Auto Confirmation <autoconfirmation@cmetracker.com>

To: CME Office,

Retention Policy: MUSC - Inbox (6 months)

Follow up. Completed on Tuesday, September 12, 2023.  
You forwarded this message on 9/12/2023 12:41 PM.

Expires: 3/10/2024



Tue 9/12/2023 8:00 AM

**CAUTION: External**

A disclosure, with a conflict, has been submitted by: Andrew Hardie, PeopleID: HARD8539, Email: [hardie@musc.edu](mailto:hardie@musc.edu)

## Standard 3:

**The CME Office is responsible for determining if the speaker's relationship(s) is relevant and for mitigating this relationship.**

**What to do... and when**

**Pre-Activity Planning**

# What to do... and when

## Pre-Activity Planning:

1. Verify that speaker and planners complete online disclosure *at least* one week prior to the start of the activity.
2. Review disclosure and complete roster cover sheet
3. Was an educational grant received to support this activity? If yes, a LOA is required and the LOA has to go through the Symplr system for approval and signature. A fully executed agreement is required prior to the start of the activity. The Office of CME needs a copy of the fully executed agreement.
4. Send out flyer/email about upcoming activity. Include the accreditation statement, disclosure & disclosure statement, and designation statement. Copy your CME Coordinator on this email. **The format of the flyer&/or email will need to be pre-approved by the CME Office.**

**When:** Thursday, September 21 at 8:00 am

**In-person Location:** Storm Eye Auditorium HA809 **(Preferred)**

**Join virtually:** [www.musc.edu/gr/dom2024](http://www.musc.edu/gr/dom2024)

**"Beyond LDL: Assessing and Treating Residual ASCVD Risk"**

**Presenter:**

Marc-André Cornier, MD

Professor of Medicine

James A. Keating Endowed Chair in Diabetes

Director, Division of Endocrinology, Diabetes & Metabolic Diseases

Medical University of South Carolina

**Objectives:**

1. Define residual ASCVD risk and its potential mechanisms.
2. Discuss the role of LDL-cholesterol lowering for reducing residual ASCVD risk.
3. Be aware of other treatment targets such as triglyceride-rich lipoproteins and lipoprotein(a).

Dr. Cornier has identified the following financial relationships with ineligible companies.

Research with Novartis/Kaneka/Amgen/Ionis

Consultant/Advisor with Novo Nordisk/Regeneron/Alnylum

**Continuing Medical Education:**

The Medical University of South Carolina is accredited by the Accreditation Council for Continuing Education (ACCME) to provide continuing medical education for physicians. The Medical University of South Carolina designates this live activity for a maximum of one (1) *AMA PRA Category 1 Credits(s)*<sup>™</sup>. Physicians should claim only the credits commensurate with the extent of their participation in the activity.

In accordance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education anyone involved in planning or presenting this educational activity will be required to disclose any financial relationships with any ineligible companies. This information is listed below. Any financial relationships with these ineligible companies have been mitigated by the MUSC Office of CME. Speakers who incorporate information about off-label or investigational use of drugs or devices will be asked to disclose that information at the beginning of their presentation.



**What to do... and when**

**Activity Day**

# What to do... and when

1. Prior to the start of the activity, launch introduction powerpoint &/or have printed flyer posted with the following information:

- A. Date of Activity
- B. Title of Presentation
- C. Speaker's Name
- D. Objectives
- E. Accreditation statement
- F. Designation statement
- G. Disclosure statement
- H. Disclosure information
- I. If commercial support was received

This can be done on a flyer or on a powerpoint slide.

2. Towards the end of the activity, provide the activity code so individuals can register their own attendance.

**\*\*NOTE: The activity code is only valid for 7 days\*\***

# What to do... and when



Department of Medicine Grand Rounds
Title of Presentation
Date
Speaker's name
Meeting location

At the end of the presentation, participants should be better able to:  
(List Objectives Here....)

The Medical University of South Carolina designates this live activity for a maximum of **1.0 AMA PRA Category 1 Credit(s)™**. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

The Medical University of South Carolina is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

In accordance with the ACCME Essentials & Standards, anyone involved in planning or presenting this educational activity will be required to disclose any financial relationships with any ineligible companies. This information is listed below. Any financial relationships with these ineligible companies have been mitigated by the MUSC Office of CME. Speakers who incorporate information about off-label or investigational use of drugs or devices will be asked to disclose that information at the beginning of their presentation.

The presenter listed above:

- ☐ Does not have any financial relationships with any ineligible companies  
☐ Has disclosed the following financial relationship(s) with ineligible companies

<input type="checkbox"/> Research Grants with _____	<input type="checkbox"/> Speakers Bureau with _____
<input type="checkbox"/> Stock/Bonds with _____	<input type="checkbox"/> Ownership with _____
<input type="checkbox"/> Advisory Board with _____	<input type="checkbox"/> Consultant with _____
<input type="checkbox"/> Employment /Partnership with _____	<input type="checkbox"/> Other _____

*The Moderator, Activity Planning Committee, and the MUSC Office of CME have no financial relationships with ineligible companies.*

Was this activity supported by an educational grant, or received in-kind support?

☐ No ☐ Yes If yes, Name of Company: \_\_\_\_\_

MUSC Office of CME • 96 Jonathan Lucas Street HE221A MSC 754 • Charleston, SC 29425 • 843-876-1925 (phone) • 843-876-1931 (fax)



Name of Conference  
Roster of Attendance

Topic: Case Presentations Session Date \_\_\_\_\_

Activity Director: \_\_\_\_\_ Enrollment Coordinator: \_\_\_\_\_

**Learning Objective:** Through interactive, multi-disciplinary, case-based assessments, participants will reference {type} cancer clinical guidelines, evidence-based practice, and oncology research to identify & implement the best treatment plan for optimal patient care outcomes.

The Medical University of South Carolina is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The Medical University of South Carolina designates this live activity for a maximum of **AMA PRA Category 1 Credit(s)™**. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

In accordance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education anyone involved in planning or presenting this educational activity will be required to disclose any financial relationships with any ineligible companies. An ineligible company is any entity whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients. Any financial relationships with these ineligible companies have been mitigated by the MUSC Office of CME. Speakers who incorporate information about off-label or investigational use of drugs or devices will be asked to disclose that information at the beginning of their presentation.

**The following information has been disclosed for 2024:**

**Unless noted below, the faculty, staff, moderators, and planning committee have no financial relationships with any ineligible company.**

*The Medical University of South Carolina Office of CME has no relevant financial or other relationships with ANY commercial interest*

**Faculty, Staff & Planning Committee with relevant relationships:**  
None

## GUEST SIGN-IN

Name (Please Print)	Credentials	Initials	Email Address	CME/CEU Credit
				Do you require CME/CEU Credit <input type="checkbox"/> Yes <input type="checkbox"/> No
				Do you require CME/CEU Credit <input type="checkbox"/> Yes <input type="checkbox"/> No
				Do you require CME/CEU Credit <input type="checkbox"/> Yes <input type="checkbox"/> No
				Do you require CME/CEU Credit <input type="checkbox"/> Yes <input type="checkbox"/> No
				Do you require CME/CEU Credit <input type="checkbox"/> Yes <input type="checkbox"/> No

## **What is the Accreditation Statement?**

The Medical University of South Carolina is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

# What is the Designation Statement?

The Medical University of South Carolina designates this live activity for a maximum of \_\_\_\_ *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Please note: Per the AMA, the *AMA PRA Category 1 Credit(s)*<sup>™</sup> has to be in italics.



# What is the Disclosure Statement?

In accordance with the ACCME Standards for Integrity and Independence in Accredited Continuing Education anyone involved in planning or presenting this educational activity will be required to disclose any financial relationships with any ineligible companies. An ineligible company is any entity whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients. Any financial relationships with these ineligible companies have been mitigated by the MUSC Office of CME. Speakers who incorporate information about off-label or investigational use of drugs or devices will be asked to disclose that information at the beginning of their presentation.

**What to do... and when**

**Post Activity**

## What to do... and when

Send a printed copy of the printed roster and checklist to the CME Office within 3 business days of the activity.

Name of Activity

Date of Activity

## Grand Round Coordinator Checklist

### Pre-Activity Planning

- ☐ Verify that speaker and planners complete online disclosure *at least* one week prior to the start of the activity.
- ☐ Review disclosure and complete roster cover sheet
- ☐ Was an educational grant received to support this activity? If yes, a LOA is required and the LOA has to go through the Symplr system for approval and signature. A fully executed agreement is required prior to the start of the activity. The Office of CME needs a copy of the fully executed agreement.
- ☐ Send out flyer/email about upcoming activity. Include the accreditation statement, disclosure & disclosure statement, and designation statement. Copy your CME Coordinator on this email.

### Activity Day

- ☐ Prior to the start of the activity, launch intro powerpoint &/or have printed flyer posted with the following information:
  - ☐ Date of Activity
  - ☐ Title of Presentation
  - ☐ Speaker's Name
  - ☐ Objectives
  - ☐ Accreditation statement
  - ☐ Designation statement
  - ☐ Disclosure statement
  - ☐ Disclosure information
  - ☐ If commercial support was received

Towards the end of the activity, provide the activity code so individuals can register their own attendance.

### Post Activity

- ☐ Send a print copy of the roster cover sheet and checklist to the CME Office within 3 business days of the activity.

Completed by:

Name of Activity

Date of Activity

## Tumor Board, M&M, Case Conference Coordinator Checklist

### Pre-Activity Planning

- ☐ Verify that Activity Director, Activity Coordinator, and all planning committee members have completed the online disclosure form.
- ☐ Complete roster cover sheet
- ☐ Was an educational grant received to support this activity? If yes, a LOA is required and the LOA has to go through the Symplr system for approval and signature. A fully executed agreement is required prior to the start of the activity. The Office of CME needs a copy of the fully executed agreement.
- ☐ Send out flyer/email about upcoming activity. Include the accreditation statement, disclosure & disclosure statement, and designation statement. Copy your CME Coordinator on this email.

### Activity Day

- ☐ Prior to the start of the activity, launch intro powerpoint &/or have printed flyer posted with the following information:
  - ☐ Date of Activity
  - ☐ Name of the Activity
  - ☐ Objectives
  - ☐ Accreditation statement
  - ☐ Designation statement
  - ☐ Disclosure statement
  - ☐ Disclosure information of activity director, activity coordinator, planning committee members
  - ☐ If commercial support was received
- ☐ Towards the end of the activity, provide the activity code so individuals can register their own attendance.

### Post Activity

- ☐ Send a print copy of the roster cover sheet and checklist to the CME Office within 3 business days of the activity.

Completed by:

# CME Profile and Credits

## Creating a CME Credit Profile:

\*Go to <https://cmetracker.net/MUSC/Publisher?page=pubOpen#/myPortal> and click on the blue “sign in” box

\*Select the “MUSC NetID login OR NON MUSC”

\*Follow the prompts to create an account using your email address

## Checking CME Credits:

\*You can check your CMEs anytime by logging into your CME profile at the following link:

<https://cmetracker.net/MUSC/Publisher?page=pubOpen#/myPortal> and click on the blue “sign in” box

\*We do not send certificates for each individual activity. You can request 1 free official credit letter and summary per year by going to the following link:

<https://medicine.musc.edu/education/cme/report>



# Resources

**\*A RSS resource page has been set up on the CME web page. The QR Code is in your packet.**

[Home](#) > ... > [CME](#) > [Current Activities](#) > Regularly Scheduled Series

## Current Activities

Live Conferences



Online

Regularly Scheduled Series



Virtual Exhibit Hall



Handouts



## RSS Contacts:

**RSS held on MUSC Charleston campus:**

**Heidi Callahan**  
[callahhe@musc.edu](mailto:callahhe@musc.edu)

&

**Stacy Fletcher**  
[fletchst@musc.edu](mailto:fletchst@musc.edu)

**RSS held at RHN's and affiliate locations:**

**Franny Russell**  
[russellf@musc.edu](mailto:russellf@musc.edu)

## Regularly Scheduled Series Resources

[Instructions on how to self record attendance](#)

[Instructions on how to complete online disclosure form](#)

[Disclosure Spreadsheet link\\*](#)

[ACCME's Standards for Integrity and Independence in Accredited Education](#)

[Coordinator Checklist for Grand Rounds](#)

[Coordinator Checklist for Tumor Board, M&M, Case](#)

[Sample Grand Round Roster Cover Sheet](#)

[Sample M&M, Tumor Board, and Case Conference Cover Sheet](#)

[Sample Disclosure Email](#)

[ACCME/AMA Glossary of Terms and Definitions](#)

[Frequently Asked Questions](#)

[How to create a CME profile and how to check CME credits](#)

2025 RSS Lunch & Learn Powerpoint

*\*Save the link, not the spreadsheet.*

# CME 2026

## 2026 Fees\*

### 2026 RSS Direct Fees

Frequency	Annual Fee for Manually Recording	Annual Fee for Self-Recording
Quarterly Activity	\$1,850.00	\$1,200.00
Every Other Month	\$1,900.00	\$1,250.00
Monthly Activity	\$1,950.00	\$1,300.00
2 X month Activity	\$2,000.00	\$1,350.00
Weekly Activity	\$2,100.00	\$1,400.00
Activity held more than once a week	\$2,200.00	\$1,450.00

### 2026 RSS Affiliate Fees

Frequency	Annual Fee for Manually Recording	Annual Fee for Self-Recording
Every Other Month Activity	\$1,960.00	\$1,460.00
Monthly Activity	\$2,010.00	\$1,510.00
2 x month Activity	\$2,060.00	\$1,560.00
Weekly Activity	\$3,010.00	\$1,610.00

## 2026 RSS Renewal / Applications Coming Soon!

\*There is no fee increase for 2026

**Director of CME, Elizabeth Gossen**

# **Joint Accreditation**

# What is Joint Accreditation or Interprofessional Continuing Education?

Interprofessional continuing education (IPCE) is when members from two or more professions learn with, from, and about each other to enable effective collaboration and improve health outcomes.

“CME for the TEAM by the TEAM”

# Joint Accreditation



Dentists



Athletic Trainers



Dietitians



Nurses



Optometrists



PAs



Pharmacists



Physicians



Psychologists



Social Workers

# Joint Accreditation

## Eligibility Requirements

- The structure and processes to plan and present education designed by and for the healthcare team are in place and fully functional for at least the past 18 months.
- At least 25% of all educational activities delivered by the organization during the past 18 months are categorized as “interprofessional” and can demonstrate an integrated planning process that includes health care professionals from two or more professions who are reflective of the target audience the activity is designed to address.

# Joint Accreditation

## Timeline

October 2025 – Submitted out intent to apply for joint accreditation

November 2025 – We will find out if we are approved to move forward in the joint accreditation process.

January 2026 – Submit a list of educational activities

February 2026 – Files Selected for Self Study

July 2026 – Submit Self Study

September 2026 – Interview with Joint Accreditation Surveyors

December 2026 – Decision received on Joint Accreditation

# Joint Accreditation

What do you need to do?

1. Determine if your activity's target audience will include interprofessionals
2. If yes, include Interprofessionals on your planning committee
3. In addition, include Interprofessionals as speakers for your activity.



**Questions?**



**Knowledge Test!**



**For self recording of attendance, how long is the activity code valid?**



**Companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients is called?**

# Explanation

The **owners** and **employees** of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in Standard 3.2.

There are three exceptions to this exclusion—employees of ineligible companies can participate as planners or faculty in these specific situations:

- a. When the content of the activity is **not related** to the business lines or products of their employer/company.
- b. When the content of the accredited activity is limited to basic science research, such as **pre-clinical** research and drug discovery, or the methodologies of research, and they do not make care recommendations.
- c. When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.



**Eligible or Ineligible company?**

### Types of Organizations That May Be Accredited in the ACCME System

Organizations eligible to be accredited in the ACCME System (*eligible organizations*) are those whose mission and function are: (1) providing clinical services directly to patients; or (2) the education of healthcare professionals; or (3) serving as fiduciary to patients, the public, or population health; and other organizations that are not otherwise ineligible. Examples of such organizations include:

- Ambulatory procedure centers
- Blood banks
- Diagnostic labs that do not sell proprietary products
- Electronic health records companies
- Government or military agencies
- Group medical practices
- Health law firms
- Health profession membership organizations
- Hospitals or healthcare delivery systems
- Infusion centers
- Insurance or managed care companies
- Nursing homes
- Pharmacies that do not manufacture proprietary compounds
- Publishing or education companies
- Rehabilitation centers
- Schools of medicine or health science universities
- Software or game developers

### Types of Organizations That *Cannot* Be Accredited in the ACCME System

Companies that are ineligible to be accredited in the ACCME System (*ineligible companies*) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Examples of such organizations include:

- Advertising, marketing, or communication firms whose clients are ineligible companies
- Bio-medical startups that have begun a governmental regulatory approval process
- Compounding pharmacies that manufacture proprietary compounds
- Device manufacturers or distributors
- Diagnostic labs that sell proprietary products
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products
- Pharmaceutical companies or distributors
- Pharmacy benefit managers
- Reagent manufacturers or sellers



**Can an owner or employee of an ineligible company present at a CME activity?**



# Standards for Integrity and Independence in Accredited Continuing Education

## **Owners and Employees of Ineligible Companies**

The **owners** and **employees** of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in Standard 3.2.

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- a. When the content of the activity is not related to the business lines or products of their employer/company.
- b. When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
- c. When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.



**After the activity, when do you send the CME Office the roster cover sheet and checklist?**



**Anyone completing a disclosure form has to disclose relationships that they have had for how many months?**



**How often does a CME disclosure  
need to be completed?**



**Who is responsible for making sure the speaker has completed the disclosure form in a timely manner?**

# **Activity Coordinator**



**Who is responsible for determining if the relationships the speaker has disclosed are relevant?**

**CME Office**





**For a tumor board, M&M, and case conference, the only people required to complete a disclosure form are the activity director, the activity coordinator, and the planning committee members?**



**A representative with an ineligible company offers to bring in a speaker for an upcoming grand round at their expense. Is this allowed?**



**A representative from an ineligible company ask to bring in breakfast or lunch for everyone at the grand rounds.  
Is this allowed?**



**Your speaker never completes his disclosure, but on the day of the activity he has a slide with his disclosure information. The information includes relationships with ineligible companies. Is this allowed?**



**Your department records your grand rounds and you allow people to watch the grand rounds at a later time and still receive credit. Is this allowed?**

# Thank you!!!

