

## **GUIDELINES FOR JOINT SPONSORSHIP OF CONTINUING MEDICAL EDUCATION ACTIVITIES**

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As an Accredited Provider of Continuing Medical Education, the American Academy of Ophthalmology will consider, on an individual basis, requests from non-accredited organizations to jointly sponsor continuing medical education (CME) activities for ophthalmologists and other physicians. The Academy will enter into agreements to jointly sponsor a CME activity only with organizations that exist primarily to meet the needs of ophthalmologists, serve a national or large regional participant base, and plan to offer programs in appropriate geographic locations. Limited resources will of necessity limit the number of Joint Sponsorship agreements.

The Academy reserves the right to deny requests for Joint Sponsorship agreements, and will only enter into Joint Sponsorship agreements that are in full compliance with the Accreditation Council for Continuing Medical Education (ACCME) requirements for accredited providers, including compliance with requirements for financial disclosure and Standards for Commercial Support. All Joint Sponsorship agreements must be approved by the Senior Secretary for Clinical Education and the Director of Programs.

If the Academy agrees to enter into Joint Sponsorship with an applicant organization, a letter of agreement between the organizations will be prepared, indicating the terms of the agreement, the length of time and the specific activities or materials included, and the fee structure required. Tuition or other fees for jointly sponsored programs may be charged, and expenses and earnings may be shared when mutually agreeable. In every case fees will reflect a portion of the cost to the Academy for participation in and management of the activity.

All printed materials (other than “save the date” announcements) for jointly sponsored activities must carry the following statements without revision: **“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 American Academy of Ophthalmology and <insert name of non-accredited sponsor>. The American Academy of Ophthalmology is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.**

**The American Academy of Ophthalmology designates this educational activity for a maximum of [insert number of credits] *AMA PRA Category 1 Credits*™. Physicians should only claim credit commensurate with the extent of their participation in the activity.”**

## **GUIDELINES FOR JOINT SPONSORSHIP OF CONTINUING MEDICAL EDUCATION ACTIVITIES — Page 2**

Certain criteria and expectations are based on ACCME expectations and requirements, and apply to all Joint Sponsorship agreements. It is the responsibility of the non-accredited organization to maintain documentation of compliance with these criteria and expectations, and to provide evidence of compliance upon request from the Academy. Specifically, all organizations seeking Joint Sponsorship participation are expected to:

1. have procedures for identifying and analyzing the educational needs of their participants.
2. provide participants with instructional objectives or purpose which reflect the identified needs, and which highlight instructional content and expected learning outcomes.
3. evaluate their programs. (A designated Academy representative may be asked to observe, monitor and evaluate the program.)
4. incorporate disclosure policies and procedures used by the Academy for their Annual Meeting to require all persons with opportunity to control content of the activity, including staff, committee members, faculty, authors, reviewers and any other planners to disclose their financial relationships.
5. disqualify individuals who do not submit a disclosure of financial relationships.
6. require speakers to disclose all financial relationships prior to the beginning of the activity.
7. keep records of attendance or completion of the activity, and submit documentation of attendance to the Academy within the specified schedule.
8. include the Academy name on all promotional and other printed material for programs covered under the agreement and submit all promotional and other printed material for review prior to public release.

## TIMELINE/CHECKLIST FOR JOINT SPONSORSHIP OF CONTINUING MEDICAL EDUCATION ACTIVITIES

Timeline	Deadline	Task	Pertinent Information
6-8 months in advance		Request and submit Joint Sponsorship (JS) Application Form (attached) with \$150 nonrefundable fee, to be applied to final JS fee of \$1000, plus \$15 per CME request form processed.	
		<p>Application form must include the enclosures listed below:</p> <ul style="list-style-type: none"> <li>▪ Needs assessment documentation <sup>(1)</sup> (committee minutes, past year's evaluation data, etc)</li> <li>▪ Planning process documentation <sup>(1)</sup> (notes, emails, minutes, etc)</li> <li>▪ Purpose or learning objectives (see attached info on writing learning objectives)</li> <li>▪ Draft abstract form or faculty letter<sup>(2)</sup></li> <li>▪ Draft program agenda</li> <li>▪ Draft financial disclosure form (see sample)</li> <li>▪ Draft CME request form (see samples)</li> </ul> <p>Receive approval of application, draft forms, and timelines from AAO.</p> <p>Receive, sign, and return JS Agreement to AAO.</p>	<p><sup>(1)</sup> Documentation must show that a planning process was used that linked identified needs with a desired result.</p> <p><sup>(2)</sup> Inform faculty that, in addition to the requirement that they disclose all financial relationships with manufacturers of commercial ophthalmic products or providers of commercial ophthalmic services, they should :</p> <ul style="list-style-type: none"> <li>▪ Seek objectivity and use of best available evidence</li> <li>▪ Avoid using commercial slides</li> <li>▪ Be aware that every CME activity will be evaluated by learners</li> <li>▪ Be aware that every evaluation will ask if commercial bias was present</li> <li>▪ Be aware that Jointly Sponsored activities may have a monitor or observer present.</li> <li>▪ Be aware that observer Report forms will ask for detection of commercial bias.</li> </ul>
Ongoing		Submit copies of program planning correspondence to AAO.	
4-6 months in advance		<p>Send draft promotional materials to AAO <b>prior to printing</b>; materials must include:</p> <ul style="list-style-type: none"> <li>▪ Purpose or learning objectives</li> <li>▪ Intended audience</li> <li>▪ Meeting agenda and methods of instruction</li> <li>▪ Faculty list</li> <li>▪ Accreditation and designation statements <sup>(3)</sup></li> </ul> <p>Receive approval of promotional materials from AAO; forward copies of final materials to AAO.</p>	<p><sup>(3)</sup> Accreditation and designation statements must be printed EXACTLY as stated in the guidelines, including the paragraph breaks and italics.</p>

## TIMELINE/CHECKLIST FOR JOINT SPONSORSHIP OF CONTINUING MEDICAL EDUCATION ACTIVITIES

Timeline	Deadline	Task	Pertinent Information
2-4 months in advance		<p>Send financial disclosure forms to be completed to all persons with the opportunity to control content of the activity, including staff, committee members, faculty, authors, reviewers and any other planners. <sup>(4)</sup></p> <p>Send copies of all financial disclosures to everyone involved in planning and implementing the activity.</p> <p>Identify any conflicts of interest and implement a system of peer review, committee review, staff review, and crosschecks to manage conflicts of interest prior to the activity being delivered. <sup>(5)</sup></p> <p>Forward completed financial disclosure forms to AAO.</p> <p>Inform faculty that a “first slide” policy for financial disclosures is required of all speakers (see samples).</p> <p>Prepare financial disclosure statements for final program/syllabus.</p> <p>Send LOAs (letters of agreement) to commercial supporters (if any) for signature. (See sample LOA and Standards for Commercial Support.)</p> <p>Forward completed LOAs to AAO for signature. <sup>(6)</sup></p> <p>Prepare company listing for final program/syllabus.</p>	<p><sup>(4)</sup> Individuals who have nothing to disclose must so declare, and an individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.</p> <p><sup>(5)</sup> You may request a copy of the AAO’s system for managing conflicts of interest if your organization does not have one.</p> <p><sup>(6)</sup> Although the Academy will delegate the responsibility for receiving and disbursing funds from the educational grant to you (the educational partner), it will be necessary that you provide the Academy with a full accounting of the funds.</p>
2 months in advance		<p>Send draft evaluation form to AAO for approval (see sample); receive approval of form from AAO.</p>	
1-2 months in advance		<p>Send draft of final program/syllabus to AAO <b>prior to printing</b>, to include the following:</p> <ul style="list-style-type: none"> <li>▪ Purpose or learning objectives</li> <li>▪ Accreditation and designation statements</li> <li>▪ Financial disclosure statements</li> <li>▪ List of any companies providing commercial support <sup>(7)</sup></li> </ul> <p>Send registrant list to AAO (even if not complete); AAO will designate an observer to attend the meeting. <sup>(8)</sup></p>	<p><sup>(7)</sup> Use the following statement to acknowledge commercial support: “Supported in part by an educational grant from _____”</p> <p><sup>(8)</sup> An additional charge equivalent to actual costs of travel for an AAO observer may be added.</p>

## TIMELINE/CHECKLIST FOR JOINT SPONSORSHIP OF CONTINUING MEDICAL EDUCATION ACTIVITIES

Timeline	Deadline	Task	Pertinent Information
During Activity		Collect evaluations and CME request forms from attendees.	
Within 60 days post-activity		Collect and forward to AAO the following materials: <ul style="list-style-type: none"> <li>▪ Final program/syllabus</li> <li>▪ Completed CME request forms</li> <li>▪ List of attendees</li> <li>▪ Participant evaluation summary report</li> <li>▪ Final accounting of any monies rec'd from commercial supporters</li> </ul> AAO sends invoice for JS fees.	
Within 30 days of receipt of post- activity materials		Payment is sent to AAO.  When all documentation has been received, AAO records CME credits earned for members; AAO sends letters verifying CME credits earned to non-members.	

**PLEASE NOTE:**

- 1. The deadline column should be completed by the non-accredited organization and returned to the AAO for approval. Once approved, it is the responsibility of the non-accredited organization to ensure that deadlines are met.**
- 2. The above requirements of the ACCME are necessary for AAO to provide CME for any jointly sponsored activity. Should the non-accredited organization fail to meet the ACCME requirements by the approved deadlines, the AAO will deny said organization joint sponsorship agreements for one year.**
- 3. The accreditation will not be approved or CME credits issued until all materials have been received and approved (if necessary) by AAO.**
- 4. The non-accredited organization must keep records of this activity on file for 7 years, including the materials sent to AAO.**

### **Recommended Assessments for Jointly Sponsored Activities**

1. For all organizations there will be an initial Activity Fee of \$1000, plus a Processing Fee of \$15 per participant CME request, regardless of the number of credits requested per activity. The per participant Processing Fee will be paid to the Academy by the applicant organization, along with the Activity Fee. A nonrefundable application fee of \$150 will be applied to the Activity Fee when all materials are approved.

For applicant organizations affiliated with the Academy (usually through Association Management Services), the Activity Fee for succeeding years will be \$500 per activity; the per participant Processing Fee will remain at \$15.

2. The fee structure may be adjusted for international programs according to the nature of the program.

3. The Academy reserves the right to appoint an observer at a Jointly Sponsored activity. For the first program offered for which CME Joint Sponsorship is requested, an additional charge equivalent to actual costs of travel for an AAO staff observer may be added.

*APPROVED BY CLINICAL EDUCATION SECRETARIAT: January 15, 2007*

*Note: Recommended assessments are subject to change without notice. Fees will be specified in individualized contract.*