

Subject: MEDICAL STAFF – CONTINUING MEDICAL EDUCATION	
Effective Date: 01/01/2023 Supersedes: 01/01/2022	Category: Medical Education Committee - CME Timeline Policy
Medical Executive Committee Approval Date: 12/20/2022	Responsibility for review and maintenance of this policy is assigned to: The Medical Education Committee
Policy Applies to: CME Timeline & Documentation for CME Accreditation	Author and/or Designee: Mina R. Kang, MD, Chief Medical Officer

POLICY

In keeping with the mission and values of Saint John's Health Center, it is the policy that in order to ensure all CME activities, presentations, and the mitigation of financial disclosures are reviewed thoroughly by the Medical Education Committee; the development of the documentation and timeline to obtain CME are adopted in compliance with the California Medical Association.

DEFINITIONS

CME ACCREDITATION IS SOLELY APPLICABLE TO CURRENT MEDICAL STAFF OF SAINT JOHN'S HEALTH CENTER.

Application for **C**ontinuing **M**edical **E**ducation (CME) from medical staff: approval or denial will be provided only after the Medical Education Committee reviews the application (*exceptions granted under special circumstances*).

Every activity (*regardless of format*) must be certified for *AMA PRA Category 1 Credit*™ in advance of the activity; i.e., an activity may not be retroactively approved for credit.

If additional speakers are involved in the conference, Speaker Confirmation and Financial Disclosures must be completed for each speaker prior to the activity at which they present.

If commercial support will be solicited, please request for a Letter of Agreement (LOA) and SJHC-CME Policy: Commercial Support.

PROCEDURE/GENERAL INSTRUCTIONS

SJHC will accept an application for CME if the following guidelines are met:

1. Minimum 90 days in advance of activity
 - Completed Application for CME including sources for practice gaps, cultural linguistic competencies (*CLC*) & implicit bias (*IB*).
 - Notification that commercial support will or will not be solicited.

2. Sixty (60) days before Meeting
 - Final agenda/outline of activity.
 - Completed Speaker Confirmation and Financial Disclosure(s) for all speakers.

3. Thirty (30) days before Meeting
 - Verification that disclosures from all speakers have been collected and anyone who refused to disclose was disqualified.
 - Verification that identification and mitigation of any conflicts of interest took place, including review of speakers' slides if necessary.
 - Handouts to be distributed at activity including list of all disclosures for faculty and planning committee, commercial supporters, accreditation statement, and objectives - the Office of Continuing Medical Education will provide a template.
 - List of commercial supporters.
 - Copy of Letter of Agreement (*LOA*) for every commercial supporter, signed by both company & Medical Staff member (***if staff has direct financial disclosure w/commercial interest, he / she are instantaneously disqualified***) - the Office of Medical Education will provide the *LOA*.

4. At the meeting
 - If there is a last-minute cancellation by a faculty member and they are replaced, the new faculty member must submit a financial disclosure, the disclosure must be reviewed by the Chair of the session (*or one of the Program Chairs*) and if there is a potential conflict, it must be managed appropriately. The faculty member must also have a disclosure slide in their talk.
 - SJHC template, PowerPoint slide, for faculty/speaker disclosure **MUST** be shown by all faculty and speakers, even if they have nothing to disclose. We will provide you with a copy of the slide. The faculty must verbally disclose before their presentation as well.

- Attendees must complete an evaluation - the Office of Continuing Medical Education will provide a template.

5. Immediately following Meeting

- If any speaker (s) were replaced: financial disclosure and mitigation that took place onsite must be documented.

6. Thirty (30) days after Meeting

- Verification of accurate documentation detailing the receipt and expenditure of commercial support.
- Summary from evaluations, showing measurement of changes in competence, performance and/or patient outcomes.

Addendum: A – hosted electronically through Medical Staff of SJHC CloudCME

Application for CME

Speaker Confirmation and Financial Disclosure

Template handout for attendees

Template evaluation form

Addendum: B

Template letter of agreement (LOA) for commercial support

Template planner/speaker disclosure slide

REFERENCES/RELATED POLICIES

ACCME / CMA Accreditation Requirements, Standards for Integrity and Independence in Accredited Continuing Education 01/2021

AMA Physician's Recognition Award and Credit System 2017 revision

COLLABORATION

This policy was developed in collaboration with the following involved Departments

Medical Education Committee