

Joint Provider Continuing Medical Education (CME) Guidelines
Part 1: General Requirements for CME Activities

To award AMA PRA Category 1 Credit™ for educational activities, the following documents must be turned into Medical Staff Services by their associated deadlines.

1. **CME Activity Planning Form – (60 days prior)** This form will inform the CME Committee of the following:
 - Needs Assessment - What the existing professional practice gap is, how it was identified, and how this education plans to close the gap.
 - Educational Learning Objectives - What knowledge, skill, or competencies the learner will gain from attending the CME Activity that will assist in closing the identified professional practice gap.
 - Whether or not the CME activity is intended to change physician performance and/or patient outcomes, and how these changes will be measured.
2. **Joint Providership Agreement & Fee – (60 days prior)** The Joint Providership Agreement must be signed by the Joint Provider and turned over to TCHHN to sign. Payment for the Joint Provider fee must also be submitted at this time.
3. **Proposed Budget – (60 days prior)** This should include the projected revenue, expenses, honoraria, commercial support, exhibit income, registration income, etc. See available template.
4. **TCHHN CME Financial Disclosure Form & Conflict Resolution Form – (21 days prior)** The Financial Disclosure form needs to be completed by the Physician Planner, each presenter, and all other individuals contributing to the educational content. If an individual has financial relationships to disclose, he/she is required to also complete the Conflict Resolution Form. Please also include a CV for each presenter if not credentialed or employed at TCHHN.
5. **Commercial Support/Exhibitor Agreement– (14 days prior)** If there will be commercial support for this program, the appropriate agreement(s) must be completed between TCHHN and the commercial supporter and turned into Medical Staff Services. The **TCHHN Commercial Support Letter of Agreement Support** should be used when an unrestricted educational grant or in-kind support is being received. The **TCHHN Commercial Exhibitor Letter of Agreement** should be used when payment for display space is being received.
6. **Handouts/Flyers – (5 days prior)** All materials utilized for marketing or education must to be submitted and reviewed for meeting with the ACCME Essential areas, elements, policies and standards. Please refer to the guidelines listed in Part 2 of our CME Guidelines, For Marketing CME Activities.
7. **Presentation Materials – (1 day prior)** Presentation slides or case lists must also be submitted and reviewed for compliance with the ACCME Essential areas, elements, policies and standards. The presenter should respect the guidelines listed in Part 3 of our CME Guidelines, For Activity Presentations.
8. **Attendance Records & Evaluations – (2 weeks after)** In order for participants to receive *AMA PRA Category 1 Credit™*, he/she must sign in and complete an evaluation form. Please use the sign-in sheet and evaluation templates provided. Please make sure to insert the Activity's Title, Presenter, Date, and Objectives where applicable. These documents should be made available during the activity and then turned in no later than 2 weeks afterwards.

9. **Budget Reconciliation – (30 days after)** This reconciliation should include all funds received and/or distributed.
10. **Summary of Outcomes – (Variable)** A report summarizing the impact in which the activity had on its learners must be produced and submitted to the CME Committee for review. The activity planner should make sure to choose an appropriate type of assessment based on the activity's goals and also the accreditation requirements for the activity format.

All required documents should be sent to TCH.Medstaff@thechristhospital.com. For questions please call (513) 585-1159.