

MAIMONIDES MEDICAL CENTER

CODE: PROF-078 (Reissued)

DATE: April 14, 2017

ORIGINALLY ISSUED: 11/16/06

SUBJECT: CONTINUING MEDICAL EDUCATION (CME)

I. POLICY

CME consists of educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. These include but are not limited to:

- A. Single and multi day symposia
- B. Regularly Scheduled Series (RSS's) such as Grand Rounds, Case Conferences, Morbidity and Mortality Conferences, Tumor Boards, Journal Clubs
- C. Enduring Materials such as Journal CME and CD-ROMs
- D. Internet CME

II. RESPONSIBILITY OF THE CME ACTIVITY DIRECTORS

Each accredited CME activity shall have a physician activity director responsible for ensuring that the activity promotes improvements or quality in healthcare and does not promote the business interest of any commercial sponsor. Each department sponsoring RSS's shall appoint an administrative contact to ensure all required CME documentation is collected, entered into the Electronic Education and Documentation System (EEDS) and ultimately forwarded to the Department of Academic Affairs for review. It is the responsibility of the CME Activity Director, with oversight from Academic Affairs and CME Committee, to ensure that all ACCME/MSSNY Essential Elements are adhered to including:

- A. Documenting that a planning process is used that links identified educational needs with stated purposes and objectives.
- B. Needs assessment data from multiple sources are used to plan CME activities
- C. Learning objectives of the activity describe learning outcomes in terms of physician performance on patient health and are consistently evaluated.
- D. Individual CME activities are consistently evaluated for effectiveness in meeting

- identified educational needs
- E. Activity Directors are expected to contribute to the periodic evaluation of the overall CME program
 - F. Ensuring that the content of the activity promotes improvements or quality in healthcare and does not promote the business interest of any commercial sponsor. All persons in a position to control the content of an activity (moderators, presenters) must be free of the control of a commercial interest.
 - G. Ensuring that all individuals in a position to influence content disclose any conflict of interest. Speakers must explicitly describe all his/her related financial relationships to the audience at the beginning of the presentation. Individuals that refuse to provide disclosure information must be disqualified. Conflicts of interest and refusals to disclose must immediately be reported to the CME Office. If a conflict of interest is identified in the planning process, the conflicted planner must recuse him or herself or limit his/her participation to exclude content development. Any course faculty disclosing a potential conflict of interest must submit their presentation 14 days in advance of the activity to allow for peer review and content validation. This review will be conducted by the CME Chair or his designee and the content validation form will be included in the course file. In the event that the presentation is found to be biased, the speaker will be notified to modify his/her presentation. If the speaker does not comply with this directive, his/her presentation will be disqualified from receiving CME credit.
 - H. Ensuring that commercial support is used appropriately. All support received must be in the form of an educational grant and a Letter of Agreement must be approved by the Legal Department and signed by the commercial supporter and the CME Office. Educational grants must be provided to Maimonides Medical Center with oversight from the CME Committee. Educational grants may never be paid directly to an individual faculty member. Commercial support may not be used to compensate or otherwise materially reward attendees in the audience (e.g. through payment of travel expenses, lodging, honoraria or personal expenses). Gifts of any type may not be distributed to attendees or participants before, during or after the activity. The CME Office will maintain a database of all financial support received in connection with CME activities. The CME Committee will review this data twice per year.
 - I. Ensuring that a) exhibits do not take place in the actual education room; b) product information of any kind is not displayed in the education room; c) a limited number of representatives are present at an activity they support, with the expressed permission of the activity director; d) that representatives do not engage in sales activity in the education room; e) exhibit space is offered on a 'first-come, first-served' basis; f) commercially supported social events do not interfere with or take precedence over educational activities.

III. MONITORING & IMPROVEMENT

- A. The electronic CME system automatically notifies the departmental administrative contact if any required CME information (disclosures, objectives etc) are missing. This information is reviewed by the CME Coordinator or Director and the activity will be rejected until the activity is deemed compliant. In addition, random, unannounced, on-site visits of RSS's by a CME staff member will occur throughout the approval period.
- B. The CME Office will address noncompliance with consultation and education with the Activity Director and staff support personnel for the RSS and a plan for improvement will be implemented. The Department Chair will be notified of this action.
- C. The CME Committee will review all such actions mentioned in paragraph A & B.

IV. CONTROL

The CME Director, under the auspices of the Office of Academic Affairs, and the CME Committee will be responsible for compliance with this Policy.

Kenneth Gibbs
President & CEO

Reference(s):
Index: CME Policy
Originating Department: Academic Affairs
ACADAff/Ry/hh