

**INFORMATION PACKET  
SINGLE, FACULTY DEVELOPMENT OR REGULARLY SCHEDULED SERIES**

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## **CME MISSION STATEMENT**

### **Context**

The Division of Continuing Medical Education at Loyola University Chicago – Stritch School of Medicine serves a Jesuit tradition of academic excellence in education, research and clinical care that embraces social responsibility, service to those in need, and respect for diversity of thought, opinion, and belief.

### **Vision**

At Stritch School of Medicine, the CME program seeks to see beyond the traditional administrative and crediting functions of medical education, and challenges itself to become a catalyst, advocate for, and a provider of education that promotes change, development and improvement. We recognize that as a CME program and provider we must model behaviors that place a premium on quality improvement if we are to successfully communicate this message and practice to our educators and learners.

### **Purpose**

We believe that CME facilitates and promotes the process of lifelong learning – a process that should help healthcare professionals at all stages of their professional development acquire the knowledge, attitude and skills necessary for contemporary medical practice.

Our CME program sees its purpose as providing high-quality, evidence-based educational opportunities that are designed to advance physician competence, enhance practice performance, promote patient safety, and, where possible, improve patient outcomes in the populations served by the healthcare providers we educate.

### **Target Audience**

We seek to serve not only the educational needs of healthcare professionals (physicians, allied health personnel, basic scientists, and researchers) within our institution but the needs of local, regional, and national healthcare providers and colleagues as well.

### **Types of Activities Provided**

As a CME provider at an academic tertiary-care medical center, our educational activities include department-specific, interdepartmental and specialty-specific conferences, symposia and seminars. These events take the form of live courses, live regularly scheduled series, and live internet activities. The educational design, instructional method and learning format for each event is chosen to best serve the educational needs and learning objectives of the planned educational activity.

### **Content**

Our activities offer a broad array of educational content targeted to the needs of the learners. Included among our educational offerings are updates in clinical medicine and basic science research, reviews of current or best practice recommendations for clinical care, learning modules in quality improvement, procedural and communication skill development exercises, as well as professional development in bioethics, leadership and patient safety.

### **Expected Results**

Following an educational activity, we expect that learners, when surveyed, will report expanded or reinforced knowledge. We expect that they will report greater confidence in their approach to clinical problems or express their intent to change their behavior and apply newly acquired strategies in their practice. We expect that when observed our learners will demonstrate competence and an effective use of targeted skills. Finally, if evaluated within the setting of clinical practice, we expect performance parameters to show improvement or a favorable impact on targeted patient outcomes to be demonstrated.

## DEFINITIONS

### ***Single Activity***

A single (one-time) educational activity is focused on a single topic or discipline (e.g. echocardiography) within a defined time period. If the activity is more than one day in duration, the actual audience attending must remain the same for each session. The target audience is internal (Loyola) physicians and external (local, regional, national) physicians.

### ***Regularly Scheduled Series Activity***

A Regularly Scheduled Series is a departmental activity that occurs weekly, monthly or quarterly (e.g. Grand Rounds). Target audience is Loyola faculty, staff and students.

### ***Faculty Development Activity***

A CME faculty development activity is limited to Loyola faculty/staff, students, and volunteer faculty only. It must be a single activity composed of either one occurrence or multiple occurrences in a specific period of time and have a defined topic.

### ***Joint Sponsorship***

Joint sponsorship refers to single CME activity sponsored by LUSSOM (the accredited provider) and a non-accredited institution.

### ***Co-Sponsored Activities***

Co-sponsorship refers to a single CME activity developed by two CME accredited providers.

### ***Educational Partner***

An educational partner is an institution outside of LUSSOM providing assistance in the educational planning of a CME activity accredited by LUSSOM (i.e. communication company, associations).

### ***Commercial Interest***

Any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients.

### ***Commercial Support***

Financial or in-kind (equipment or instrument use) contributions given by a commercial interest to the CME provider. Financial support in the form of an educational grant is used to pay all or part of the costs incurred for a CME activity. In-kind support is use of equipment or instruments for workshop demonstrations or hands-on labs within an activity.

### ***Financial Relationships***

Relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. Relationships of the person involved in the CME activity also include financial relationships of a spouse or partner.

### ***Conflict of Interest***

Conflicts created when individuals have both a financial relationship with a commercial interest **and** the opportunity to affect the content of CME about the products or services of that commercial interest. The potential for maintaining or increasing the value of the financial relationship with the commercial interest creates an incentive to influence the content of the CME – an incentive to insert commercial bias.

### ***Commercial Bias***

A personal judgment in favor of specific healthcare goods or services of a commercial interest.

## **POLICIES AND PROCEDURES**

Loyola University Chicago Stritch School of Medicine, Division of Continuing Medical Education (LUSSOM-CME) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education for physicians. The Division of CME has developed the following policies and procedures to guide the planning process of CME Category 1 educational activities.

### ***Activity Application***

All educational activities applying for Category 1 CME Credit must complete the appropriate application for CME credit. The application should be submitted six months prior to the date of the activity (exception to six month requirement made for Regularly Scheduled Series Activities). The complete application (including all required addenda) must be signed by the activity director and the Loyola department chairman and returned to the Division of CME.

### ***Budget Estimate***

The Division of CME will develop a budget estimate based on the financial planning form data. The budget estimate will be returned to the sponsoring department for review and approval. The budget estimate must be signed by the activity director and the department chair and returned to the Division of CME. Budget estimates are not created for Regularly Scheduled Series.

### ***CME Committee Review***

The CME Committee reviews all activities submitted to the Division of CME for credit approval. The committee's responsibilities are to: (1) provide oversight for the conduct of LUSSOM-CME activities; including review and approval of continuing medical education activities, (2) insure that continuing medical education activities comply with Loyola's policies/procedures and are supportive of the CME Mission and (3) provide recommendations to the activity directors.

The committee reviews both the credit application including all addenda (i.e. gap analysis data, schedule, speaker list, disclosure forms) and the budget estimate for each activity. The Division of CME must receive the application and signed budget estimate by the 1<sup>st</sup> of the month for review at that month's review meeting. Committee will not review applications that are not complete. Committee will not review or approve any application submitted less than three months prior to the activity date.

### ***Approval Status***

The activity director will receive written correspondence regarding the activity's credit approval or denial, as well as, any concerns the committee may have identified. Activity director must respond to any committee concerns before approval will be granted.

### ***Activity Account***

The Division of CME administers the financial accounts CME activities. All income (registration fees and educational grants) and activity expenses will be managed from this account. The sponsoring department assumes fiscal responsibility for CME activity. In the event income exceeds expenses, funds will be transferred to the sponsoring department to reimburse for their support of the activity; if expenses exceed income, the sponsoring department is responsible for the deficit. In the case of joint sponsorship, fiscal responsibility may be negotiated between the Loyola sponsoring department and the joint sponsor.

A detailed financial accounting will be prepared by the Division of CME as soon as all necessary transactions have been completed and financial information is available. This is usually three to four months after the activity has occurred. In the case of a joint sponsorship, when the joint sponsor assumes financial responsibility, a detailed financial accounting must be prepared by the joint sponsor and submitted to the Division of CME.

Regularly Scheduled Series CME activities require for financial processing in a slightly different manner. The following financial procedure applies only to Regularly Scheduled Series activities. An account is established specific to each department for the processing of income and expenses. Fees for CME administration and commercial interest support are charged on a per department basis and are processed annually. The Division of CME will administer the financial account. Educational grants will be managed from this account. The sponsoring department assumes fiscal responsibility for CME activity. In the event income exceeds expenses, funds will be transferred to the sponsoring department to reimburse for their support of the activity; if expenses exceed income, sponsoring department is responsible for the deficit.

### ***Joint Sponsorship***

Joint sponsorship refers to single CME activity sponsored by LUSSOM (the accredited provider) and a non-accredited institution. Compliance with all ACCME standards and Loyola policies and procedures is required. Written documentation (letter of agreement) will be tendered by the Division of CME and signed by both institutions indicating the understanding of and agreement to all policies. A Loyola faculty member must be director or co-director of the jointly sponsored activity and a representative of the Division of CME must be on the activity planning committee. LUSSOM-CME must approve all activity announcements (i.e. brochures, journal advertising, etc.) and activity related materials (i.e. syllabus). All printed materials must carry the accreditation statements for jointly sponsored activities which will be provided following approval of the activity by the CME committee. A commercial interest cannot fill the role of a joint sponsor. Regularly Scheduled Series and Faculty Development activities cannot be jointly sponsored.

### ***Co-Sponsorship***

Co-sponsorship refers to a single CME activity developed by two CME accredited providers. One accredited provider must take responsibility for the activity. Co-sponsored activities must follow the same policies as jointly sponsored activities. Written documentation (letter of agreement) will indicate which accredited sponsor will assume responsibility for the activity, and this sponsor must be clearly indicated on all the printed materials. A commercial interest cannot fill the role of a co-sponsor. Regularly Scheduled Series and Faculty Development activities cannot be co-sponsored.

### ***Activity Coordination***

The Division of CME assumes responsibility for all aspects of activity coordination with the exception of soliciting for commercial support and obtaining credit from outside organizations. Responsibilities for coordination may vary dependent upon the type of activity and whether the activity is jointly or co-sponsored. However in all cases without exception activities must comply with ACCME standards, Loyola's policies and procedures and coordination responsibilities are delegated only with approval and oversight of the Division of CME.

Faculty Development activities are coordinated by the sponsoring department with oversight of the Division of CME.

Regularly Scheduled Series CME activities are coordinated by the sponsoring department with the policies and procedures established by the Division of CME. The following departmental responsibilities for coordination apply only to Regularly Scheduled Series activities:

- **Department Contact:** A department contact must be named for each Regularly Scheduled Series activity. The department contact will be responsible for completion of department responsibilities and to serve as CME contact for administration and monitoring of ACCME Elements and Policies, data entry, etc. The department contact is NOT the activity director and should be a staff person or department manager.
- **Disclosure:** A disclosure response form must be completed for each activity occurrence and all submitted to the Division of CME monthly.
- **Schedules:** Schedules must be submitted to the Division of CME quarterly for the upcoming three month period.
- **Evaluation:** Evaluation of activity must be done quarterly and an evaluation summary submitted to the Division of CME
- **Calendar:** The Regularly Scheduled Series calendar of events will be sent to each department contact monthly for review. Any changes must be submitted to the Division of CME by the date indicated on the correspondence.
- **Learner Participation:** Participant attendance at specific sessions shall be recorded and maintained in the CME database.
- **Commercial Support:** Request for an educational grant from a commercial interest for support of an activity occurrence must be generated by the sponsoring department to the commercial interest and a copy provided to Eileen Hall in the Division of CME. Contact Eileen (65317) to provide specific information required on speaker, commercial interest and occurrence. Educational Grants must be payable to: Loyola University-CME.

### ***Use of an Educational Partner***

An educational partner is an institution outside of LUSSOM providing assistance in the educational planning of a CME activity accredited by LUSSOM (i.e. communication company, associations). LUSSOM must control the content and presentations of all CME activities. Educational partner may assist in planning with oversight and approval of LUSSOM-CME. A commercial interest cannot take the role of educational partner. Regularly Scheduled Series and Faculty Development activities cannot utilize an educational partner in planning.

### ***Accreditation Statement***

After the CME committee has approved an activity, the appropriate accreditation statements will be assigned. Accreditation statements must be used only after CME credit has been assigned by LUSSOM-CME and must be used exactly as printed and in their entirety in all printed materials. References to "credit applied for" or "submitted for approval" cannot be made.

### **Promotional Materials**

The Division of CME must approve all promotional materials prior to printing. All activity brochures/flyers must contain the accreditation statements, activity objectives, schedule, faculty list, target audience, activity location, and the registration form.

### **Accreditation from Other Disciplines**

It is acceptable for the sponsoring department to apply to disciplines that do not recognize CME credit (i.e. nursing, social work, podiatry, etc.) to request accreditation from that entity for an activity. All inquiries and applications must be done by the sponsoring department.

The Division of CME does not apply to outside organizations for credit. NOTE – Each discipline has specific application procedures and requirements. You will need to contact each directly for information.

### **Disclosure**

Activity director is responsible for obtaining a completed disclosure response form from every individual (activity director, speakers, moderators, planning committee members, workshop staff, etc) participating in the educational activity. Every individual in a position to control the content of an educational activity must disclose all financial relationships occurring in the past 12 months. Relationships include but are not limited to: grants or research support; employee; consultant; stockholder; or member of speaker's bureau. An individual identifying that they receive grant/research support must indicate whether they participate in any promotional activities for the commercial interest. An individual identifying that they are a member of a speaker's bureau, must also disclose the content of the material they present for the commercial interest. Activity director must complete a disclosure response form for him/herself. Disclosure information is presented to the audience in printed handout material. If an individual refuses to disclose relevant financial relationships, the activity director must disqualify them from being a part of the CME activity.

Speakers must also disclose if they are discussing products that are investigational or not labeled for use under discussion. Presentations by themselves, or in conjunction with other presentations, must give a balanced view of the therapeutic options. Use of generic names of products contributes to impartiality. If trade names are used, those of several companies should be used. If scientific research conducted by a proprietary company is the basis for a presentation, then the research must conform to the generally accepted standards of experimental design, data collection and analysis. Content of presentations and materials must be prepared independent of commercial interest input and free of any commercial bias.

Activity director must disclose any financial relationships the Loyola sponsoring department has with commercial interests whose products are discussed or who are supporting the educational activity. The disclosure of a relationship does not suggest or condone bias in any presentation. Disclosure is to provide participants with information that might be of potential importance to their evaluation of a presentation.

Specific to Regularly Scheduled Series, disclosure must be obtained for every occurrence of the activity. Disclosure information is presented to the audience by means of handouts, first slide, or verbally in opening remarks. Activity director must confirm that disclosure was communicated to audience, the method of communication and indicate what was stated.

### **Conflict of Interest**

The ACCME defines a conflict of interest as present when a planner, speaker or author has BOTH a financial relationship with a commercial interest and the opportunity to affect content relevant to products or services of that commercial interest. The purpose for identifying and addressing potential conflict of interest is to ensure a proper balance, independence, objectivity and scientific rigor of the educational activity.

Identifying and resolving conflicts of interest is the responsibility of the activity director. Activity director must review disclosure response forms of every individual participating in the education activity and identify any potential conflicts of interest. If a potential conflict is identified, steps must be taken to resolve the conflict before the individual's participation is secured. If the conflict is not able to be resolved, the activity director must disqualify the individual from participating in the CME activity.

*Methods to resolve a conflict include but are not limited to:*

- Reassign duties so individual's role in planning does not affect educational content;
- Replace topic to be presented by the individual to one in which a conflict does not exist;
- Limit individual's presentation to include areas of the topic that do not create a conflict;
- Change focus of topic so content is not about products or services of the commercial interest that are the basis of the conflict;
- Limit individual's presentation to data and results of research allowing another speaker to address implications and recommendations for clinical care.

In the case of the disclosure response form completed by the activity director, the department chair must review the disclosure information and identify any potential conflicts of interest. If a potential conflict is identified, department chair must take steps to resolve the conflict before the individual can continue in their capacity as activity director. If the conflict is not able to be resolved, the department chair must replace the activity director or postpone conference until another activity director can be identified.

The CME committee will examine the disclosure response forms as part of the review process to grant credit to the activity. Any questions or concerns identified during the review process regarding conflict of interest will be referred back to the activity director and must be addressed and resolved before CME credit will be granted for the activity.

If a speaker is added to the educational activity after CME credit has been granted, the activity director must follow the same procedure of obtaining, reviewing and resolving a conflict of interest. Form is then forwarded to CME coordinator who will review with the CME director. Any questions or concerns identified must be immediately addressed and resolved by the activity director. If the conflict is not able to be resolved, the activity director must disqualify the individual from participating in the CME activity. In the event a substitute speaker is appointed the day of the activity, the speaker must complete a disclosure information form and verbally disclose in the opening remarks of their presentation. This is the only instance in which a verbal disclosure is permissible. The activity director is responsible for verifying the speaker does not have any conflict of interest and that the speaker verbally discloses to the audience. Documentation of verbal disclosure must be completed by the activity director and submitted to the CME coordinator.

### ***Content Independence from Commercial Bias***

The activity director must discuss with each speaker the content to be presented and assure presentation is free of commercial interest input. Review of materials to be distributed must also be completed by activity director prior to printing. Any concerns identified by CME coordinators and/or CME Director must be resolved prior to printing. Evaluation conducted at conclusion of activity will query attendees as to whether they observed commercial bias in presentations. Any speaker exhibiting commercial bias in a presentation cannot be invited to speak at future activities until the issue is addressed and resolved.

### ***Honoraria***

It is appropriate to give individuals conducting, planning and speaking at CME activities a reasonable honorarium. The principle for setting guidelines for honorarium amounts is to compensate those individuals who contribute to the content of an activity. Honoraria amounts vary widely due to medical specialty, location of the activity, level of participation in planning the activity, number of lectures, etc. Therefore the honoraria amounts are to be determined by the activity director and his/her department chairman. The CME Director and CME Review Committee will determine whether the honoraria amount is considered reasonable. If any honorarium exceeds \$3000 the activity director must submit a written explanation to the CME Review Committee when submitting the CME credit application. Honoraria payments will be processed by LUSSOM-CME. Joint sponsor or designated educational partner may process payments only with the approval of LUSSOM-CME.

### ***Travel Reimbursement***

It is appropriate for individuals conducting, planning and speaking at CME activities to be reimbursed for travel expenses incurred as a result of their role in the activity. Reimbursement will be made following all LUSSOM travel policies. Reimbursement will not be processed for spouses or any individuals not directly conducting, planning or speaking at the activity. Expenses must be submitted with required reimbursement forms to the Division of CME for review and processing. Joint sponsor or designated educational partner may reimburse individuals only with the approval of the Division of CME.

### ***Commercial Interest Support***

The (ACCME) Standards for Commercial Support must be followed ensuring independence of CME activities from commercial interest influence in any aspect of planning, design, and implementation. Commercial interests may provide support to CME activities in the form of educational grants or 'in-kind' (i.e. equipment, instruments, etc.) support. LUSSOM-CME will manage all support and maintain all ACCME standards for commercial support, as well as, LUMC administrative policies and LUSSOM-CME policies. The Division of CME will tender a written agreement to be signed by the commercial interest representative and LUSSOM-CME representative. Agreement must be tendered between and signed by LUSSOM and the commercial interest even if support is given directly to the joint sponsor or educational partner. Agreement must be tendered, signed and received by the Division of CME prior to the date of the activity.

Loyola as the accredited sponsor is responsible for the content quality and scientific integrity of all CME activities approved for credit. The following policies define the actions of LUSSOM and commercial interest personnel in conducting CME activities:

## 1. Independence of Educational Activity

- 1.1 The activity shall be focused on education content that is independent, non-promotional and free from commercial influence or bias. Information presented about commercial products shall be objective and based on scientific methods generally accepted in the medical community.
- 1.2 LUSSOM shall maintain full control over:
  - ❖ Identification of activity needs and needs assessment;
  - ❖ Determination of educational objectives;
  - ❖ Selection and presentation of content;
  - ❖ Selection of all persons and organizations that will be in a position to control the content of the activity;
  - ❖ Selection of educational methods;
  - ❖ Implementation and assuring scientific integrity;
  - ❖ Evaluation of activity.
- 1.3 Commercial interest cannot engage in scripting or targeting points for emphasis in faculty presentations.
- 1.4 Commercial interest cannot take the role of non-accredited partner in a joint sponsorship relationship.
- 1.5 Commercial interest cannot act as an agent of LUSSOM by providing a CME activity to learners (e.g., distribution of self-study CME activities, arranging electronic access to CME activities, etc.)
- 1.6 LUSSOM may request assistance of commercial interest in obtaining services of teachers, moderators or authors (i.e. speaker's bureau). Commercial interest shall not suggest teachers, moderators or authors who are or were actively involved in promoting the company's products or who have been the subject of complaints regarding misleading or biased presentations.
- 1.7 Materials that are a part of the activity (i.e. brochures, slides, abstracts, handouts, syllabi, etc.) cannot contain any commercial interest advertising, logos, trade names or product-group messages.
- 1.8 Individuals paid to create or present promotional materials on behalf of commercial interests cannot control the content of accredited continuing medical education on that same content.

## 2. Disclosure of Commercial Support

- 2.1 All commercial interests supporting an activity will be disclosed to the learners by LUSSOM prior to the beginning of the educational activity. When commercial support is 'in-kind', the nature of the 'in-kind' support will be disclosed to learners. Disclosure shall not include the use of trade names, logos or product-group messages.
- 2.2 LUSSOM and commercial interest must follow all ACCME Standards for Commercial Support with regard to disclosure, conflict of interest resolution and content/format without commercial bias for all individuals in control of the educational content of this activity.

## 3. Management of Associated Commercial Promotion and Conduct of Commercial Interest

- 3.1 LUSSOM/LUMC decisions to buy products and/or services from commercial interests are not contingent upon the commercial interest's support of educational activity.
- 3.2 Commercial interest cannot require LUSSOM to accept advice or services concerning teachers, authors or participants or any other educational matters, including content, from a commercial interest as conditions of providing an educational grant or 'in-kind' support.
- 3.3 Financial support of educational activity is not to be exchanged for any LUSSOM/LUMC business.

### ***Specific to activities held at Loyola University Medical Center Campus***

- 3.4 Commercial exhibits are not allowed at the educational activity.
- 3.5 No commercial promotional materials shall be displayed or distributed at the educational activity.
- 3.6 Commercial interest representatives cannot attend the educational activity as a representative of the commercial interest.

### ***Specific to activities held off site of Loyola University Medical Center Campus***

- 3.7 Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.
- 3.8 Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from the CME activity.
- 3.9 Advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during or after a CME activity.
- 3.10 Commercial interest representative must wear name tags identifying them as representative of the commercial interest.
- 3.11 Commercial interest representatives cannot engage in sales or promotional activities while in the space or place of the CME activity.

### ***Specific to computer based activities***

3.12 Advertisements and promotional materials cannot be visible on the screen at the same time as the CME content and not interleaved between computer 'windows' or screens of the CME content.

***Specific to audio and video recording***

3.13 Advertisement and promotional materials cannot be included within the activity. There will be no 'commercial breaks.'

**4. Structure of Educational Grant and Use of Commercial Support**

4.1 LUSSOM must have full knowledge and approve all support received for the activity.

4.2 Commercial support must be in the form of an educational grant to LUSSOM (payable to: Loyola University Chicago, Division of CME) or with the approval of LUSSOM, to the joint sponsor or designated educational partner.

4.3 LUSSOM will make all decisions regarding the disposition and disbursement of commercial support. Payment of all activity expenses will be made by LUSSOM, or with the approval of LUSSOM, by the joint sponsor or designated educational partner.

4.4 The commercial interest shall make no other payments to the activity director, planning committee members, teachers/authors, joint sponsor or any others involved with or aspects of the supported activity.

4.5 The honoraria amount will be decided by the activity director in accordance with LUSSOM policies.

4.6 All reimbursements for travel, lodging and personal expenses of teachers will be paid in accordance with LUSSOM policies.

4.7 Funds cannot be used to pay travel, lodging, registration fee, honoraria, or personal expenses for non-teacher or non-author participants of the activity. LUSSOM may use commercial support to pay these expenses for bona fide employees and volunteers of LUSSOM, or with the approval of LUSSOM, the joint sponsor or the educational partner.

**5. Social Events**

5.1 Social events must not compete with or take precedence over the educational activity. The appropriateness of the social event is at the sole discretion of LUSSOM. LUSSOM shall have final authority in approving and scheduling the production of the social event.

**6. Regulatory Authority**

6.1 LUSSOM and commercial interest agree to abide by all requirements of the ACCME Standards for Commercial Support, the FDA Final Guidance on Industry-Supported Scientific and Educational Activities, the AMA regulations regarding the Physician's Recognition Award, the AMA Opinion 8:061: Gifts to Physicians from industry and the AMA Opinion 9.011: Continuing Medical Education, Loyola University Medical Center Administrative Policies and LUSSOM-CME policies.

***Issuing of Category 1 Credit***

Upon completion of activity Certificates of Participation are mailed to all participants 2-4 weeks following the activity. In the case of a joint sponsor or educational partner involvement in the activity planning, Certificates of Participation will not be mailed until all policy and procedure elements have been satisfied. Records of attendance are maintained by the Division of CME for a period of seven years.

The following procedure is for Regularly Scheduled Series only. The Division of CME will track Loyola faculty at all Category 1 Regularly Scheduled Series activities. The Category 1 credit reports can be generated by individual physicians for any time period that is needed by using the LUSSOM-CME web site.

***Non-Compliance***

LUSSOM reserves the right to withhold or withdraw CME credit from any activity that is found to be non-compliant with any of the aforementioned policies and procedures. Non-compliance may result in sponsoring department, joint sponsor or educational partner being ineligible to receive CME category 1 credit for future activities.

## APPLICATION COMPLETION GUIDELINES

### Activity Type

The activity type has been determined from information provided by the activity director to the Division of CME. Accordingly the appropriate credit application and addenda packet have been provided for completion by the activity director.

### Education Planning

**Professional Practice Determination:** The activity director with the assistance of his planning committee, if one is used, must conduct an analysis of the data to identify professional practice gaps (gaps in physician competence, practice performance or healthcare outcomes in patients). These professional practice gaps are the basis for developing the CME activity.

The final pages of this document contain information provided as an additional professional practice gap assessment tool to assist in the educational planning of activities. The web sites are sources that identify competency requirements, consortium measures, areas of need to better serve patients and public health priorities. Additional sites can be found by doing a web-search for "clinical gaps". Topics that attendees of previous CME activities identified as areas that would enhance their ability to provide quality patient care are also listed.

### Professional Practice Gap Assessment Tools

The following information is being provided to you as an additional professional practice gap assessment tool to assist you in the educational planning of your activity.

These web sites are sources that identify competency requirements, consortium measures, areas of need to better serve patients and public health priorities. Additional sites can be found by doing a web-search for "clinical gaps".

[www.cdc.gov](http://www.cdc.gov)

[www.epa.gov/eftpages/humanhealth.html](http://www.epa.gov/eftpages/humanhealth.html)

[www.surgeongeneral.gov](http://www.surgeongeneral.gov)

[www.ama-assn.org/ama/pub/category/2625.html](http://www.ama-assn.org/ama/pub/category/2625.html)

[www.ama-assn.org/ama/pub/category/4837.html](http://www.ama-assn.org/ama/pub/category/4837.html)

[www.abms.org](http://www.abms.org)

[www.healthystates.csq.org/public+health+issues](http://www.healthystates.csq.org/public+health+issues)

[www.astho.org](http://www.astho.org) (click activities & programs tab)

[www.apha.org/programs/resources](http://www.apha.org/programs/resources)

The Loyola CME web site lists topics that attendees of previous CME activities identified as areas that would enhance their ability to provide quality patient care.

<http://www.stitch.luc.edu/node/161>

**Data Analysis:** The sources used for the Professional Practice Gap Analysis must be cited. Copies of the data/materials analyzed must be submitted with the application as documentation to support your findings.

**Analysis Summary:** After analysis is complete, summarize the findings of your data analysis and identify the professional practice gaps.

**Barriers to Overcome:** Identify any potential or real barriers facing the target audience in closing the professional practice gap(s) indicated (i.e. knowledge, skill, strategy, etc.).

**Educational Needs:** Cite the educational needs (changes to knowledge, competence, or performance) that will advance physician competence, enhance practice performance or improve healthcare outcomes in patients thereby closing the professional practice gap(s) identified in the analysis summary.

**Educational Aims:** Based on the physician target audience, the professional practice gap(s) identified and the educational needs cited, describe the educational aims of this activity.

**Professional Impact:** Describe the anticipated impact to be achieved with this educational activity on the professional practice gap(s) identified.

**Target Audience:** Based on the professional practice gap analysis identify the physician audience that will be the target for this activity.

**Prerequisites:** List any special background requirements of the target audience.

**Result:** Identify the desired result of this activity with regard to providing physicians with new abilities/strategies, assisting physicians to modify practice or improving patient outcomes.

**Competencies Addressed:** Identify the desirable physician attributes that this educational activity will address.

**Curricular Goals:** Based on the educational aims for this activity, provide statements of the knowledge, skills or attitudes to be addressed by this educational activity.

**Active Learning Objectives:** Based on the desired result identified for this activity, develop active learning objectives for each curricular goal. Learning objectives must describe in precise measurable terms what the learners will be able to accomplish at the conclusion of the educational activity. Learning objectives may include changes in problem solving, diagnostic or operative skills, improvements in knowledge, attitudinal changes or enhanced understanding of complex relationships.

**Educational Methodology:** The design of the educational activity should accommodate the identified educational needs and the stated learning objectives. The teaching/learning methods used should consider the target audience, knowledge level (skill level) of the participants, and be appropriate for the accomplishment of the learning objectives.

**Content Validity:** The activity must present recommendations involving clinical medicine based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in the CME activity in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. CME activities must not promote recommendations, treatment or manners of practicing medicine that are not within the definition of CME, or are known to have risks/dangers that outweigh the benefits or be ineffective in the treatment of patients. Presentations and materials must be prepared independent of commercial interests and free of commercial bias.

**Independence:** Educational planning of activity must be conducted without any input or control from commercial interests.

**Activity Evaluation:** An evaluation method must be selected and conducted at the conclusion of the activity to initially measure the success of the activity in achieving curricular goals, educational objectives and the intended professional impact.

**Outcomes Data:** Three-four months post-activity an electronic outcome analysis will be conducted for the activity by the Division of CME. The purpose of the analysis is to establish the extent to which the activity advanced physician competence, enhanced practice performance or improved healthcare outcomes in patients. A summary of the results will be provided to the activity director.