



Operating Policy and Procedure

SOM OP: 60.08 Joint and Co-Providership

PURPOSE: The purpose of this policy is to define and establish limits on jointly provided and co-provided accredited continuing education activities.

REVIEW: This policy will be reviewed on September 1st of each odd-numbered year by the Managing Director for Continuing Medical Education. If a revision to the policy is recommended, the CME Committee will review and approve changes.

POLICY/PROCEDURE:

Policy

It is the policy of the TTUHSC Office of CME to plan and produce accredited continuing education activities using the ACCME's definitions of direct, joint and co-providership of CME accredited activities.

Definition of Terms

- A *directly provided* activity is one that is planned, implemented and evaluated by the accredited provider.
- A *jointly provided* activity is defined as one that is planned, implemented and evaluated by an accredited provider and a non-accredited entity.
- *Co-provided* activities are provided by two accredited providers of which only one is responsible for ACCME compliance.

Procedures

1. The responsibilities and roles of the CME office and joint or co-provider will be stated in a letter of agreement initiated by the Office of Continuing Medical Education. The CME office has the right to withdraw from any activity if the joint or co-provider fails to meet its obligations as described in the letter of agreement or fails to comply with CME and institutional policies and procedures.
2. Jointly provided and co-provided activities must be consistent with the mission statement of the TTUHSC Office of Continuing Medical Education and the accreditation requirements and policies of the ACCME and TTUHSC Office of CME.
3. The program coordinator for the CME office is responsible for activity planning and production in order to meet accreditation and institutional requirements.
4. The program coordinator and representative(s) of the joint or co-provider shall develop a projected budget for the CME activity.
5. While activity directors and planning committee members are encouraged to identify and recommend sources of funding from ineligible companies, only the Office of CME can seek and secure commercial support - both monetary and in-kind. Funds must be received by the CME office and managed and disbursed according to agreed upon specifications in the letter or agreement.
6. An ineligible company cannot take the role of non-accredited partner in a jointly provided activity.
7. The TTUHSC Office of CME must approve all print materials prior to production. Print materials will contain the appropriate credit and designation statement. For complete details regarding print materials see Policy #60.12 Marketing and Promotion: Advertising, Announcements, Flyers and Brochures

8. The Office of CME will charge fees for services provided in joint and co-provided activities according to the current fee schedule.