

## *Operating Policy and Procedure*

**SOM OP: 60.05 Appropriate Use of Commercial Support**

**PURPOSE:** The purpose of this policy is to describe the appropriate use of commercial support in accredited continuing education activities.

**REVIEW:** This policy will be reviewed on September 1<sup>st</sup> of each odd-numbered year by the Managing Director for Texas Tech University Health Sciences Center (TTUHSC) Center of Accredited Interprofessional Continuing Medical Education (CAICME). If a revision to the policy is recommended, the TTUHSC CME Executive Committee will review and approve changes.

**POLICY/PROCEDURE:**

**Policy**

It is the policy of the TTUHSC CAICME is to abide by the ACCME Standard for Integrity and Independence in Accredited Continuing Education, standard 4: Manage Commercial Support Appropriately.

**Procedures**

1. TTUHSC CAICME shall make all decisions regarding disposition and disbursement of commercial support funds.
2. Ineligible companies must not pay directly for any of the expenses related to the education or the learners.
3. TTUHSC CAICME shall document the terms, conditions, and purposes of the commercial support in a written agreement that is signed by the Managing Director and/or his/her designee, as a representative of the Office of CME and the representative of the commercial interest. The Letter of Agreement may be either the one developed by TTUHSC or one provided by the supporting company provided that it is an unrestricted grant and meets TTUHSC legal requirements and complies with ACCME Standard for Integrity and Independence in Accredited Continuing Education. All grants for activities certified for credit by the TTUHSC CAICME will be in the form of unrestricted educational grants. TTUHSC CAICME can sign onto an existing agreement between an accredited provider and a commercial supporter by indicating its acceptance of the terms, conditions, and amount of commercial support it will receive.
4. Acknowledgement of commercial support must be disclosed in writing (handout, syllabi, program announcement, etc.) to the learner prior to the beginning of the activity. The source of the support and any "in-kind" support will be disclosed to the learner prior to the beginning of the education activity. Disclosure to the learner must not include the corporate logo, trade name or product group message of an ACCME defined ineligible company.
5. At the conclusion of the educational activity, TTUHSC CAICME will develop a final accounting of all income and expenses, including expenditures of funds from ineligible companies.
6. An ineligible company may not give advice regarding teachers, authors, content, participants or other education matters as a condition of contributing funds.

7. Commercial support can defray or eliminate the cost of the education for all learners.