

Operating Policy and Procedure

SOM OP: 60.08 Joint Providership Relationships in Accredited Continuing Education

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 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 to plan and produce accredited continuing education using the Joint Accreditation's definitions of Joint Accreditation statements and Joint Accreditation Providers Marks.

Definition of Terms

- Joint Accreditation Statement- statement in which learners are informed that the activity is being offered by the jointly accredited provider before to the delivery of the educational content.
- Joint Accreditation Provider Mark- mark used to for education and identification purposes, and in announcements related to an organization's attainment of Joint Accreditation.
- Jointly Provided Joint Accreditation Statement- statement used if an activity is planned, implemented and evaluated by two or more organizations, and one of the organizations is jointly accredited, the provider must include its own name and the name of its educational partner(s) and Jointly Accreditation Provider Mark.

Procedures

1. The responsibilities and roles of the TTUHSC CAICME and joint provider will be stated in a letter of agreement initiated by the TTUHSC CAICME. TTUHSC CAICME has the right to withdraw from any activity if the joint Provider fails to meet its obligations as described in the letter of agreement or fails to comply with Joint Accreditation criteria and institutional policies and procedures.
2. Jointly provided accredited continuing education must be consistent with the mission statement of the TTUHSC CAICME and the accreditation requirements and policies of the Joint Accreditation and TTUHSC.
3. The program coordinator/manager for TTUHSC CAICME is responsible for activity planning and production in order to meet accreditation and institutional requirements.
4. The program coordinator/manager and representative(s) of the joint provider shall develop a projected budget for the accredited continuing education.
5. While activity directors and planning committee members are encouraged to identify and recommend sources of funding from ineligible companies, only the TTUHSC CAICME can seek and secure commercial support - both monetary and in-kind. Funds must be received by the TTUHSC CAICME 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 CAICME 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. TTUHSC CAICME will charge fees for services provided in joint provided accredited continuing education according to the current fee schedule.