



mDCMA
MIAMI-DADE COUNTY
MEDICAL ASSOCIATION
Miami, Florida 33136
PROMOTING QUALITY
MEDICAL CARE SINCE 1903

JOINT PROVIDERSHIP PROGRAM Frequently Asked Questions

I. What is Joint Providership?

Joint providership is when two organizations, one an accredited continuing medical education (CME) provider and one not accredited, collaborate to plan, implement and evaluate an activity approved for *AMA PRA Category 1 Credit™*. The Miami-Dade County Medical Association (MDCMA) is accredited by the Florida Medical Association for Continuing Medical Education and is responsible for ensuring compliance with the ACCME Accreditation Criteria and *Standards for Commercial Support*. The American Medical Association (AMA) and other member organizations have authorized the ACCME to set the standards for accreditation and monitor the integrity of organizations accredited to provide *AMA PRA Category 1 Credit™* in the United States.

What is *AMA PRA Category 1 Credit* ?

Continuing medical education refers to the life-long body of education that a physician completes after medical school and residency to maintain competency. *AMA PRA Category 1 Credit* is one primary type of credit that physicians licensed in Florida must complete to maintain their medical license and their specialty certification.

CME consists of educational activities that serve to maintain, develop, or increase the knowledge, skills and professional performance and relationships a physician uses to provide services to patients, the public or the profession. The content of CME is the 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.

When physicians participate in continuing education activities that are not directly related to their professional work, these do not fall within the ACCME definition of CME content. Although they may be worthwhile for physicians, continuing education activities related to a physician's nonprofessional educational needs or interests, such as character development, marketing, self-study, personal financial planning or appreciation of literature or music, are not considered CME content by the ACCME.

III. What organizations are eligible to jointly provide educational activities with the MDCMA?

The MDCMA Committee on CME & Accreditation accepts joint providership applications from the following organizations:

- County medical societies
- Florida state specialty societies
- Community hospitals, hospice, and clinics in Florida
- Other entities as may be determined on a case by case basis by the MDCMA CME Committee

Organizations not eligible for joint providership with the MDCMA include the following:

- Groups who wish to publish enduring materials (such as video tapes, online or journal CME)
- Groups who wish to present CME activities held on a cruise ship or outside the state of Florida

IV. What do I have to do to get CME credit for my meeting?

21 Days prior to the activity submit all of the following documents:

1. Submit the Application, Disclosure Statements, an agenda/schedule of the meeting with content descriptions for each presentation, announcement, and agreement for commercial support (if applicable).
2. MDCMA staff will review the materials and request revisions as needed.

3. When financial relationships with ineligible companies are apparent, MDCMA staff may request further information, attestations, or the speaker's PowerPoint presentation for review.
4. A MDCMA CME Committee member or designee evaluates the materials and makes a recommendation to:
 - 1) Approve, 2) Approve pending specific changes, or 3) deny CME credit.
5. MDCMA staff advises the applicant of the decision; further action is taken as necessary.

V. How do I advertise my activity?

The MDCMA Staff must review and approve all announcements/promotional materials prior to distribution.

Announcement/promotional items must include:

- (1) Identification of the MDCMA & FMA as the providers of CME credit including the MDCMA & FMA logos
- (2) Planner(s)' name(s) and disclosure of financial relationships or absence of relationships
Planners should be listed individually if any financial relationships with ineligible companies exist. A collective statement may be used when none of the planners disclose financial relationships, such as: *The planners of this activity have no financial relationships with ineligible companies to disclose.* If any relationships exist for the planners a statement expressing that these relationships were mitigated must be provided, such as: *All financial relationships identified for these planners have been mitigated.*
- (3) Speaker(s)' name(s) and disclosure of financial relationships or absence of relationships
Dr. Jones disclosed that she is on the speakers Bureau of ABC Pharmaceuticals or Dr. Smith had no financial relationships with ineligible companies to disclose.
Faculty and authors/co-authors must be listed individually with their financial relationships with ineligible companies or the absence of such relationships. If any relationships exist for the speakers a statement expressing that these relationships were mitigated must be provided, such as: *All financial relationships with ineligible companies identified for these speakers have been mitigated.*
- (4) Accreditation and Designation Statement
- (5) Acknowledgement of commercial support (if applicable)
- (6) MDCMA and FMA Logos

Activities may not be advertised as approved for CME credit until approval is received from the MDCMA. Phrases like "CME credit pending" or "credit applied for" may not be used. For meetings planned more than three months in advance, save-the-date notices may be sent.

- Save-the-Date flyers may include: date, place, contact person, hotel info, etc.
- Save-the-Date flyers may not include: the number of CME credits or Accreditation Statement

VI. What's a typical timeline?

The application and supporting documents must be received 21 days prior to the proposed activity date.

21 days before	<ul style="list-style-type: none"> · Activity Application, all planners' and speakers' disclosure statements, speaker presentations (if requested), agreement for commercial support (if applicable), an agenda or schedule with content descriptions of each presentation, and fee received by MDCMA · Staff review, revisions requested as needed, forwarded to CME Committee member · 10 working days allowed for Committee member review and evaluation of materials
14 days before	<ul style="list-style-type: none"> · Committee member recommendation received by MDCMA; final documentation review · Applicant receives approval, approved brochures may be sent to target audience
10 days after	<ul style="list-style-type: none"> · Follow-up materials received by the MDCMA

On a case-by-case basis, applications may be accepted after the 21-day deadline. Any CME applications received within 21 days of a program will be charged a late fee of \$500 while any CME applications received within 14 days of a program will be charged a rush fee of \$750. Applications will not be accepted within 10 days or less of a program. Applications received late may not allow enough time for review, resolution of conflicts of interest, or revision. We will do our best to expedite all applications while remaining within the parameters of the ACCME Criteria, the Standards for Commercial Support-Standards to Ensure Independence in CME, and MDCMA Joint Providership Policies & Procedures. If the process cannot be completed in time, the application fee cannot be refunded.

VII. Can I get credit for my weekly, monthly or quarterly case conferences (e.g. Cancer, Trauma, etc.)? These types of activities (sometimes called RSS's – regularly scheduled series) may be eligible for joint providership if they are planned by and presented to the organization's professional staff and have a standard set of objectives and a singular focus. Each session offered must comply with all Accreditation Criteria and policies. All meeting dates, list of potential presenters, and a sample agenda are required in advance. New applications are required every quarter, even if the components and documentation remain the same. The 21-day deadline applies.

VIII. What are my responsibilities after the meeting?

Each Joint Providership partner is responsible for providing follow-up materials 10 days after each meeting. This includes: 1) Attendance sheet; 2) Budget Report; 3) Set of handouts as distributed at the meeting; and 4) Director's Evaluation Letter. Follow-up materials are required immediately after each session of Regularly Scheduled Series activities. Joint providership partners must maintain planning and attendance data files for six years after each meeting.

IX. Can I apply for credit after the meeting? No, MDCMA policy does not allow activities to be approved for CME credit retroactively.

X. How much does Joint Providership cost? The Joint Providership application fees are based on how many CME credits are offered and when the complete application is received. Organizations receive the lowest fee by sending all of the application materials twenty-one days in advance of the activity. Application materials include: Activity Application, Disclosure Statements from all planner(s) and all speaker(s), copies of speaker presentations (if requested), an agenda/schedule with a description of each talk, announcement, and agreement of commercial support, if applicable.

MDCMA JOINT PROVIDERSHIP POLICIES AND GUIDELINES

XI. ACCME Standards for Commercial Support-Standards to Ensure Independence of CME Activities The MDCMA strictly conforms to the *ACCME Standards for Commercial Support-Standards to Ensure Independence of CME Activities (Standards)*. The *Standards* apply whether or not the host organization receives educational grants in support of their activity since these guidelines also address the financial relationships of planner and speakers to commercial interests (i.e. pharmaceutical companies and equipment manufacturing companies). The goal is to eliminate commercial bias from CME activities. The ACCME requires all accredited providers to obtain written agreements and to document the receipt and disbursement of funds when commercial support (educational grants) are received from commercial interests (i.e. pharmaceutical companies and equipment manufacturing companies) . Commercial interests may not pay CME speakers or CME meeting expenses directly. Educational grant funds must be paid directly to the host organization or the accredited provider. The host organization is responsible for all disbursements. Commercial support is included on the Budget Report required 10 days after the event.

XII. Disclosure Statements

An integral facet of compliance with the *Standards* is disclosure. All planners and faculty* are expected to disclose any financial relationships with ineligible companies.** Disclosure of financial relationships with ineligible companies enables the applicant and the MDCMA to resolve any conflicts of interest prior to the activity. The speakers' and planners' financial relationships or absence of such relationships must be communicated to the learners prior to the activity in some way (eg: on the promotional piece or meeting agenda/program).

* Physicians and non-physicians in a position to control content including all presenters, panelists, planners, speakers, faculty, authors, co-authors, moderators, activity director, activity coordinator. *

** Ineligible company is defined as any entity whose primary business is producing, marketing, selling, re-selling, or distributing health care goods or services used by or on patients. Entities that provide clinical service directly to patients are exempted.