

The University of Utah School of Medicine

Letter of Agreement for Conducting a Continuing Medical Education Event

Purpose

The University of Utah School of Medicine Office of CME (UUCME) will be accrediting *(Name of Event)*, which has been planned under the direction of *(Name of Individual Course Director)*, and is being financially underwritten by *(Name of Organization (Department or Division) – Guarantor)*. The purpose of this letter of agreement is to mutually recognize the individual roles and responsibilities for each of the parties entering into this agreement.

Responsibilities of the Course Director

The course director generates the educational content for an event which has intrinsic academic validity, and falls within the spectrum of medicine. The program planner has prime responsibility for designing a curriculum which fosters improving knowledge, skills and/or attitudes that support practice-based learning and improvement. Specific responsibilities include:

- Aligning the conference with the Continuing Medical Education Mission Statement. See the attached UUCME Mission Statement.
- Documenting a needs assessment with underlying professional practice gaps of the learners
- Establishing overall course objectives
- Validation of Clinical Content - Defining the educational content and overseeing the educational content in order that:
 - It is balanced, objective, scientifically rigorous and independent of commercialism;
 - All the recommendations involving clinical medicine in the CME activity are based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients; and
 - All scientific research referred to, reported or used in the CME activity in support or justification of a patient care recommendation conforms to the generally accepted standards of experimental design, data collection and analysis.
 - At no time will the CME activity promote recommendations or treatments which are known to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients with the clinical problem being addressed while critical review of evolving topics is strongly encouraged.
 - Ensure all presentations are **HIPAA** compliant
- Ensure that social events do not compete with or take precedence over the educational activity

- This educational intervention is designed:
 - To change competence, performance or patient outcomes
 - Content matches learners' current or potential scope of professional activities
- Defining the educational method
 - Appropriate for the setting, objectives, and desired results of the activity
- Contacting individual speakers and moderators
 - Initiate contact with speakers, planners, moderators
 - Maintain control over content, selection of speakers, topics
 - Obtain disclosures for those with control over content
 - Planners
 - Presenters
 - Moderators
 - Authors
 - Implement UUCME mechanism for resolving potential conflicts of interest for those reporting relevant relationships
 - 'Faculty Disclosure Review Form' for Speakers
 - Content Review Form, when content review is selected as the mechanism to resolve the conflict
 - 'Resolving Conflicts of Interest for Planning Committee Members' - review form for Planners
 - Disclosures sent to the UUCME
 - No later than one month in advance of the course start date;
 - Conflicts of interest resolved and documentation in the CME Office no later than 2 weeks prior to the course start date;
 - Disclosures and review forms submitted electronically or paper copy
 - Oversee the granting of honoraria and the amount to be paid, based on the UUCME honorarium policy.
- The acceptance of any commercial support that is in compliance with the UUCME policies and/or Accreditation Council for Continuing Medical Education (ACCME) Standards of Commercial Support
 - Commercial Support Letters of Agreement (Educational Grants)
 - Oversee the soliciting of educational grants for the activity; obtain agreement at least 1 week prior to start of activity and send to the UUCME office;
 - Grants are signed by the company, UUCME office, and Department prior to activity start date;
 - Acknowledgement of commercial support will be communicated to learners in written format.
 - All commercial support is given with UUCME knowledge and approval
- Maintain the separation of promotion and education
 - Ensure that appropriate arrangements are in place for exhibitors and that exhibitor activities are kept separate from education and the educational space
- Pre-registration and conference registration

- Keeping within budgetary constraints
- Financial accounting (use budget format in course planning application);
Final financial summary statements must reflect:
 - Significant sources of income: Including income from commercial support, advertising and exhibit fees, tuition and registration fees
 - Internal budget allocations by line item and any source that represents greater than 20% of total income
 - Significant line item expenses: Including staff salaries, meeting costs, honoraria, faculty travel expenses and any other item that represents greater than 20% of total expense.
 - Submit final financial statement to UUCME 45 calendar days after conclusion of the course using the 'Post CME Activity Financial Summary' form
- Maintaining attendance records
- Producing and distributing all publicity and promotional materials, course syllabus and handouts with UUCME approval.
- Arranging all contracts including the conference facility, hotels, catering agencies, travel agents, financial support from industry, and honoraria
- Paying all travel-related and lodging expenses for a member of the UUCME staff to attend a minimum of one day of the course (when out of local area) to ensure compliance with ACCME policies, Standards for Commercial SupportSM and ACCME compliance criteria.
- Turn in to the UUCME Office all related end of course materials (including evaluation forms and overall evaluation summary, final registration list, self-reporting attendance forms, financial summary, UUCME payment, etc.) within seven calendar days after the conclusion of the course, with the exception of the 'Post CME Activity Financial Summary' which is due 45 calendar days after the course conclusion.

Responsibilities of The University of Utah School of Medicine - Office of CME

The University of Utah Office of CME (UUCME) is responsible for carrying out the accreditation logistics involved with the conducting of the educational program, and to do so in compliance with all applicable institutional and regulatory standards and guidelines. Specific responsibilities include:

- Assuring that since the meeting includes a physician audience, then it is conducted in accordance with the ACCME "accreditation requirements and policies", along with all applicable standards and guidelines.
- Overseeing all aspects, beginning with course development and proceeding through implementation and course evaluation
- Assuring any commercial support received is in compliance with University of Utah and FDA standards and/or guidelines, and compliance with ACCME standards and guidelines

- UUCME staff member attend, at least, one day of the course (when out of the local area) at department expense (travel, lodging, etc.); to ensure compliance with ACCME policies, Standards for Commercial SupportSM and ACCME compliance criteria.

Schedule of Deliverables

The purpose of this section of the agreement is to delineate the schedule of deliverables and their dates due to the UUCME office.

Prior to Course Start Date:

- Save the Date, brochure, and web site CME approved prior to printing or going live on web
- Preliminary Registration list – 30 calendar days prior to course start date
- Completed Disclosure documents for all planners and faculty – 30 calendar days prior to course start date
- Resolution of Conflict of Interest documents for all planners and faculty – 14 calendar days prior to course start date
- Letters of Agreement for Commercial Support (Grants) – 7 calendar days prior to course start date
- Draft syllabus/course materials for approval prior to printing – 7 calendar days prior to course start date
- Honorarium Guest Lecturer/Performer Agreement (if applicable) – 7 calendar days prior to course start date
- Speaker Authorization to audio or video record speaker presentation – 7 calendar days prior to the start of the activity

After Course completion:

- Evaluation forms and evaluation summary (including initial Commitment to Change submission) – 7 calendar days after course completion
- Attendance Roster and Self-Reporting Attendance Forms – 7 calendar days after course completion
- Electronic rendition of all web pages encountered by conference registrants contained on a CD – 7 calendar days after course completion
- Payment within 15 calendar days upon receipt of invoice
- Post CME Activity Financial Summary – 45 calendar days after course completion (Use form UUCME will provide)
- Complete the End of Course Review form upon receipt of CTC data
- Post Meeting – Course Director and Course Coordinator meet with UUCME Associate Dean, Director, and Project Coordinator to discuss End of Course Review and how to build upon lesson's learned in preparation for future courses.

Revenue

All revenue (including course tuition and fees, vendor and exhibitor fees, grants, donations, joint provider organizational support and financial support from other sources) will be deposited with the University of Utah or joint provider for the activity.

Expenses

All expenses associated with this continuing medical education event, with the exception of direct personnel costs for the UUCME staff, will be charged to its account. Payment of expenses shall be in accordance with University of Utah policies and procedures or if deposited with the joint provider payment of expenses shall be in accordance with the joint provider policies and procedures.

Management Fees

Management fees and onsite CME staff administrative fee if the course is out of the Salt Lake City area are based upon the schedule below.

UUCME Fees Effective January 1, 2012

1. CME activities aimed primarily at an internal School of Medicine audience are free of charge.
2. Live activities (e.g. courses, regularly scheduled series, webinars, learning from teaching):
 - Directly sponsored (UofU only): \$1000 + \$100 per CME credit; OR small group flat rate of \$100 per attendee (physician or non-physician)
 - Jointly provided (UofU plus some other organization): \$1000 + \$100 per CME credit + \$2500 joint providership fee; OR small group flat rate of \$150 per attendee (physician or non-physician)
 - Multiple presentations of same material: initial fee plus one-half of the initial fee for each subsequent activity
 - Depending on location, there may be an on-site supervision fee plus travel (See Administrative Onsite Fee Scheduled below)
3. Enduring materials (e.g. printed material, CD/DVD, web archive)
 - Directly sponsored (UofU only): \$1000 + \$35 per registrant for CME credit
 - Jointly provided (UofU plus some other organization): \$3500 + \$35 per registrant for CME credit

Administrative Onsite Fee
Salt Lake City Metro/Campus Courses: CME Staff Onsite Monitor – No Charge
Utah: Park City/Snowbird/Other Locations outside Salt Lake City Metro Courses: CME Staff Onsite Monitor: \$200 + mileage, lodging and per diem (if applicable)
Out of State CME Staff Onsite Monitor fee \$300 per day (out of CME office) + travel + lodging + per diem

CME fees for this activity will be

Responsibilities of the Underwriter

It is anticipated that the conference will be financially self-sufficient through its ability to generate sufficient income to offset all its expenses. However, it is mutually recognized that:

- Conference registration will be the principal factor determining conference income, and
- It is impossible to accurately predict in advance the number of conference registrants.

In order to assure financial stability for the conference, (Name of Organization (Department or Division) – Guarantor) agrees to be the financial underwriter by providing any necessary financial support to pay any outstanding expenses, in the event this conference fails to generate sufficient revenue to offset its expenses. If as anticipated, this conference is financially solvent, then the underwriter will not have any financial liability. The (Name of Organization (Department or Division) – Guarantor) assures that it has sufficient reserves to cover any potential loss.

Disbursement of Excessive Revenues (if any)

Once all expenses have been paid, any remaining moneys will be retained by (Name of Organization (Department or Division) – Guarantor). If applicable, return any excess grant funds to the commercial support company per Letter of Agreement with the company.

By checking here, I attest that I have read and agree with the contents of this agreement. **Signatures are not required. Please e-mail this agreement to the CME Office.**

Course Director Date_____

Contracted Course Manager
(If applicable) Date_____

Jack Dolcourt, M.D., M.Ed.
Associate Dean CME Date_____

Brad Halvorsen, M.A., FACHE
Director Date_____

The University of Utah Continuing Medical Education (UUCME) Mission Statement

Purpose

The University of Utah Continuing Medical Education (UUCME) program supports lifelong learning for University of Utah faculty and community physicians, and other healthcare professionals and serves as a critical element in The University of Utah continuum of medical education.

Expected Results

Our educational initiatives will improve practice by changing physician competence, performance, or improved patient care, as reflected in areas including:

- Client-physician communication
- Diagnosis and treatment
- Patient education
- Quality
- Safety
- Research
- Desirable physician attributes