

## Policies for Receiving Commercial Support for a CME Activity

**Purpose:** This handout outlines the **additional policies & requirements for receiving commercial support for a Continuing Medical Education (CME) activity**. These requirements are from the ACCME's *Accreditation Requirements & Standards for Commercial Support* publication and the AMA's *The Physician's Recognition Award and credit system* publication, and **we have bolded the main takeaways**.

**Definitions:** Note that **not all financial or in-kind contributions received for a CME activity are considered commercial support**, and note that the ACCME is only concerned with funds received from ACCME-defined organizations and that the ACCME does **not** consider all companies to be **commercial interests** (and as a result they are **not** concerned with monies received from some organizations). See the *Commercial Support* section (page 11) of our **CME Credit Application** for the definition & exceptions about what is and is **not** considered commercial support according to the ACCME.

**Instructions:** Familiarize yourself with the policies below if you will be receiving **commercial support for a CME activity** where the UT College of Medicine is providing the CME credit. We recommend printing or saving this form to your computer for reference. Click any **blue** words in this application for more info about it. Visit [www.utcomchatt.org/cme/application](http://www.utcomchatt.org/cme/application) or contact your nearest Office of CME for assistance in receiving commercial support.

### INDEPENDENCE

**The following aspects of your CME activity must be free from control of a commercial interest:** (a) identification of needs, (b) determination of educational objectives, (c) selection and presentation of content, (d) selection of all persons and organizations that will be in a position to control the content of the CME, (e) selection of the educational methods, and (f) evaluation of the activity (AC-7 & 8; SCS 1.1).

**Expenses for social events or meals planned in conjunction with CME activities may not be paid directly from a commercial interest;** your department/organization should pay for the expense but can be reimbursed from the commercial interest (SCS 3.3 & 3.4).

### LETTER OF AGREEMENT REQUIRED (AC-8 & SCS-3.3-3.4)

**All commercial support for this CME activity must be given/received with the full knowledge and approval of the University of Tennessee College of Medicine** (SCS-3.1 & 3.3). The terms, conditions, and purposes of the commercial support **must be documented in a signed letter of agreement** between (a) the commercial interest providing the financial support, (b) the UTCOM Office of CME, and (c) the educational partner organization (your organization) (SCS-3.4, 3.5 & 3.6). **All letters of agreement for commercial support should be signed and provided to the Office of CME prior to the activity.** A separate letter of agreement must be signed for each disbursement of commercial support received for this CME activity. Notify the Office of CME immediately if commercial support is being received but it is not possible to get the letter of agreement signed prior to the activity.

**Attachment #8 for your CME Credit Application (Required if commercial support is received):** You must provide a letter of agreement for each disbursement of commercial support that is received for this CME activity. Use a letter of agreement from the commercial interest if they provided one, or download our commercial support letter of agreement template ([http://utcomchatt.org/docs/CME\\_LOA\\_for\\_Commercial\\_Support.doc](http://utcomchatt.org/docs/CME_LOA_for_Commercial_Support.doc)) if they did not.

## Policies for Receiving Commercial Support for a CME Activity - *Continued*

### GRANT ADMINISTRATION

The Office of CME charges a **fee of 10%** (or a \$200 minimum) **for any Grant Applications that are required to be submitted from the University** for this CME activity. Visit [www.utcomchatt.org/cme/fees](http://www.utcomchatt.org/cme/fees) for more info on CME fees.

### COMMERCIAL SUPPORT DESIGNATIONS FOR INDIVIDUALS (AC-8; SCS 3.7)

**Payments to teachers or authors for honoraria and/or reimbursement of out-of-pocket expenses may not be made directly from a commercial interest; such payments must be paid directly from the UTCOM or joint provider organization (SCS 3.8). Commercial support may be used to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers for the CME activity, but it may not be used to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants for the CME activity (SCS 3.12). If teachers or authors facilitate or conduct a presentation or session but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only (SCS 3.10). No other payment shall be given to the Activity Medical Director, Activity Coordinator, or any other individuals involved with the supported activity. (SCS 3.9)**

### NO PROMOTION DURING THE CME ACTIVITY (AC-9)

**Arrangements for commercial exhibits or advertisements may not influence planning, interfere with the presentation, or be a condition of the provision of commercial support for CME activities (SCS-4.1). ‘Commercial breaks’ are prohibited during CME (SCS-4.2). A commercial interest may not serve as the agent providing a CME activity to learners (e.g., arranging for electronic access to CME activities or distributing self-study CME activities) (SCS-4.5). Also see the *Promotion During your CME Activity* section on the bottom of page 11 of the [CME Credit Application](#) for rules governing promotion of commercial interests during a CME activity.**

### DISCLOSURE TO THE AUDIENCE

**The (i) source (company) and (ii) nature (financial or in-kind) of all support or donations from commercial interests must be disclosed to learners prior to the beginning of the educational activity. Disclosure must never include a corporate logo or product-group message of an ACCME-defined commercial interest (SCS-6.3, 6.4 & 6.5). See the *Disclosure to the Learners* (page 9) page of the [CME Credit Application](#) for details.**