



INSTITUTE FOR
INTERNATIONAL
MEDICINE

Continuing Education Department

GUIDE TO CME COMPLIANCE

STAND ALONE ACTIVITY

Table of Contents

<i>ESTABLISHING YOUR ACTIVITY</i>	2
<i>DOCUMENTATION NEEDED FOR FINAL ACCREDITATION APPROVAL</i>	3
<i>STAYING COMPLIANT WITH ACTIVITY ANNOUNCEMENTS/AGENDAS</i>	3
<i>ONLINE EVALUATION AND CREDIT CLAIM FORM</i>	4
<i>LEARNER CERTIFICATES/TRANSCRIPT</i>	4
<i>GENERAL ACCREDITATION AND MISCELLANEOUS INFORMATION</i>	4
<i>STATEMENT OF UNDERSTANDING</i>	5

GUIDE TO CME COMPLIANCE

STAND ALONE ACTIVITY

This overview is intended to inform Activity Coordinators regarding INMED policies and procedures for Stand Alone Activities such as Conferences, Symposiums, or Courses. These policies and procedures ensure INMED meets all guidelines and standards set forth by our governing bodies. This overview is intended to help summarize and reinforce the agreement between INMED and the joint-provider, the formal agreement on file will supersede any items noted/un-noted in this overview.

The following CME information will need to be submitted to INMED for each Stand-Alone Activity (“Activity”). Links to various forms mentioned below can be found at www.inmedevents.org/resources or can be requested directly from INMED.

ESTABLISHING YOUR ACTIVITY

There are two key items to establish your Activity for Accreditation. An Activity Development Guide and a Disclosure from each Planning Committee Member and Speaker.

Activity Development Guide

The Activity Development Guide (ADG) establishes the Activity in our system and is the first document reviewed for formal approval of the CME event. This form will request basic contact information for the Medical Activity Director and Activity Coordinator (admin support for activity), along with Planning Committee contact information, global objectives, and other reporting informational needs. The Activity Development Guide is the reference document used throughout the planning of your activity.

Disclosures from Planning Committee Members and Speakers

A Disclosure must be on file for all people in a position to influence the Activity (including but not limited to the Activity Medical Director, Activity Coordinator, Moderator, Planning Committee Members, and Presenter/Speaker, anyone submitting documentation to INMED for accreditation purposes). There must be at least two Physicians on the Planning Committee. INMED requests Disclosures to be updated if a person’s financial relationship with a commercial interest changes prior to the event date.

Activity Approval

Once all Planning Committee Members and Speaker Disclosures have been collected and INMED’s Review Committee has approved the ADG, the Activity will be formally established.

DOCUMENTATION NEEDED FOR FINAL ACCREDITATION APPROVAL

Pre-Activity: submitted at least 2 weeks *prior* to Activity

1. Presentation from each of the Presenters to be reviewed

NOTE: Please request all Speakers to include a disclosure slide at the beginning of their Presentation. If they do not have any disclosures, they should note that on the slide.

2. Two to three (2-3) Learning Objectives from each Presenter

3. Presenter Disclosures and CVs should already be on file with INMED.

NOTE: If the slide presentation is too large to transfer via email please submit directly to INMED using [SendThisFile](#) (password inmedce).

STAYING COMPLIANT WITH ACTIVITY ANNOUNCEMENTS/AGENDAS

INMED must approve all marketing materials *prior* to distribution to ensure it meets compliance standards set by our governing bodies. The AMA Credit Designation Statement must be used in both Activity Announcements* and any Program Materials, in both print and electronic formats (e.g. a course syllabus, enduring material publication, landing page of an internet activity), that reference CME credit, and any document that references the number of credits for which the activity has been designated.

**Activity Announcements include all materials, in both print and electronic formats, that are designed to build awareness of the activity's educational content among the target physician audience. The complete AMA Credit Designation Statement must always be used on any document or publication that references the number of AMA PRA Category 1 Credits™ designated for the activity.*

A "Save the Date" Announcement (such as a card mailer with limited space) may indicate that the Activity has been approved for *AMA PRA Category 1 Credit™* without stating an exact number of credits if the accredited CME provider has already certified the Activity. This announcement may read, "This activity has been approved for *AMA PRA Category 1 Credit™*" or similar language. Please never indicate that "*AMA PRA Category 1 Credit™* has been applied for", is pending, or any similar wording.

The following accreditation statement will need to be included in the announcement, website, or on any agenda. Please note, "*AMA PRA Category 1 Credit™*" is trademarked and needs to be italicized as shown below to meet ACCME guidelines.

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Missouri State Medical Association through the joint providership of Institute for International Medicine (INMED) and <insert host organization name>. The Institute for International Medicine is accredited by the Missouri State Medical Association to provide continuing medical education for physicians.

Institute for International Medicine designates this live activity for a maximum of <insert amount of credits activity has been approved for in this format: **##.##> AMA PRA Category 1 Credit™**. Physicians should only claim credit commensurate with the extent of the participation in the activity.

Online Evaluation and Credit Claim Form

INMED will develop an Online Evaluation and Credit Claim Form for Learners to claim credit. INMED will provide a link to the Activity Coordinator for this form prior to the Activity. INMED can provide an Instructional Guide for claiming credit upon request.

INMED grants a generous 4-week credit claim period prior to closing the form. It is the responsibility of the host organization to ensure learners understand this form must be completed in the 4-week period in order to receive credit for the Activity. As a courtesy, INMED can schedule a reminder to all learners to complete the credit claim form if an excel spreadsheet with learner/registrant emails is provided by the Activity Date.

LEARNER CERTIFICATES/TRANSCRIPT

INMED provides Continuing Education for Physicians only. However, non-physician learners can request a Certification of Completion noting the amount of *AMA PRA Category 1 Credit(s)*[™] that were provided but it is an attendance record only. If non-physicians want a Certificate of Completion, they simply need to complete the Activity Evaluation in the same manner as the Physicians.

An email will be sent to each Learner who completes the Evaluation with instructions for downloading transcript/certificate or certification of attendance within 7-10 business days of the learner completing the evaluation.

Certificate and Transcript information for Physician Learners are kept on file at INMED for 7 years.

GENERAL ACCREDITATION AND MISCELLANEOUS INFORMATION COMMERCIAL SUPPORT

The Activity Coordinator must inform INMED of any commercial support received (financial, in-kind grants, or donations) from any commercial entity (such as a pharmaceutical or medical device manufacturer). If commercial support has been received by the host organization INMED will need to receive a [Letter of Agreement](#) from the contributing organization prior to the activity and INMED will need to sign any agreements between the host organization and the grant provider.

INMED does not require documentation for exhibit booths since it is considered an exchange of goods/services.

INCOME/EXPENSE REPORT

INMED will need to receive an Income/Expense report from the Activity Coordinator within 4 weeks after the activity.

STATEMENT OF UNDERSTANDING

Please sign and email to cme@inmedce.com or fax to 1-816-444-6400.

I have read the above Guide to Compliance and understand the INMED provided policies and procedures.

Activity Coordinator Electronic Signature

Date

Submit signed form by clicking Submit button: