



## Policy on Joint Providership

The American Academy of CME (Academy) accepts requests to jointly provide physician, nurse, pharmacist, and dietitian-certified continuing education activities with other organizations including medical education companies, professional healthcare associations, governmental agencies, international organizations, and health care systems.

### Requests to Jointly Provide an Activity

Requests to jointly provide an activity must be submitted in writing via email to the Academy. Included at a minimum the following information:

- Tentative title/date/location of activity
- Delivery format
- Tentative faculty
- Number of expected credits/contact hours
- Contact information for person having primary responsibility for development of activity at the potential joint provider organization

Following is the algorithm that outlines each step of the certification process by the Academy.

### Determining Potential Joint provider Is Not a Commercial Interest

In order for the Academy to jointly provide any continuing education activity with a non-accredited organization, we must work in partnership to ensure the appropriate accrediting agencies criteria and policies are met.

A joint provider organization may not be a commercial interest. **A commercial interest is defined as “any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.”**

To remain in compliance with our accrediting agencies’ definition of a commercial interest, the Academy requires the potential education partner to complete Academy Policy 2.1 - *Potential Educational Partner Attestation Form* in order to document the organization’s corporate structure, mission, organizational chart (incorporating the staff’s reporting structure), and relationships with any parent/sister organizations. Completion of this document is required whether or not commercial support will be sought for future activities.

If it is not clear that the potential joint provider’s organization is not a commercial interest as defined by ACCME, ANCC, ACPE, or CDR, the potential joint provider will submit documentation to the ACCME, ANCC, ACPE, or CDR for an official determination of the organization’s ability to be a joint provider. If this is the case, any costs charged by the ACCME, ANCC, and/or ACPE will be the responsibility of the potential joint provider.

## **Role of Joint Provider**

It is also expected that the joint provider organization will review, and adhere to, all policies and procedures posted of the Academy.

On the first occurrence that a non-accredited jointprovider organization works with the Academy, they will be required to sign Academy Policy 2.2 - *Joint Provider Agreement*, which delineates each organization's roles and responsibilities. The need for a joint provider agreement for subsequent programs will be determined on a case-by-case basis. Factors which may necessitate subsequent joint provider agreements include: complexity of program, involvement of multiple joint providers, etc. The non-accredited joint provider (and other external organizations signing the joint provider agreement) will agree to abide by all rules, regulations, and legal requirements of any entity having jurisdiction over continuing education, and of the Academy.

Failure of a joint provider to meet the Academy's requirements may place the Academy's accreditation status in jeopardy. Therefore, the Academy reserves the right to withdraw certification of an educational activity if the joint provider does not adhere to all accrediting agency policies and criteria, as well as the Academy's policies and procedures.

## **Planning Committee and Faculty Selection**

The Academy will send Academy Policy 10.1 *Disclosure Form* to all Planning Committee members/those who will be in a position to influence the content of the activity. Potential planners (anyone involved in content development) must complete and return this form to the Academy.

The Academy will send the initial faculty invitation letters which will include Academy Policy 10.0 - *Faculty Agreement Form*, and Academy Policy 10.1 - *Disclosure Form*. In the case of organizations which have joint provided activities with the Academy in the past, the Academy may designate these organizations to send out faculty invitation letters on the Academy's behalf.

Upon receipt of disclosure forms, the Academy will evaluate the forms for potential conflicts of interest (COIs) and develop a method to resolve any perceived or real conflicts in accordance with Academy Policy 9.1 - *Policy on Disclosure of Relevant Financial Relationships*. If the Academy is unable to resolve a potential COI, the Academy will not approve the planner/faculty member's participation in the activity.

## **Application for and Management of Commercial and Non-Commercial Support**

Prior to any request for grant funding or finalizing a proposal, the Academy must receive all appropriate information for review and approval prior to submission.

All grant funding is to be in the form of an independent educational grant, payable to the Academy. The Academy will reimburse the joint provider via invoices for work performed (i.e. management hours, out-of-pocket expenses, etc.) as set forth in Academy Policy 2.2 - *Joint Provider Agreement*.