



Continuing Medical Education (CME) Department

POLICY ON COMMERCIAL SUPPORT *of* CONTINUING MEDICAL EDUCATION

Children's Hospital of Philadelphia (CHOP), the oldest hospital in the United States dedicated exclusively to Pediatrics, strives to be the world leader in the advancement of health care for children by integrating excellent patient care, innovative research and quality professional education into all of its activities.

As an accredited Accreditation Council for Continuing Medical Education (ACCME) provider of continuing medical education for physicians, Children's Hospital of Philadelphia is committed to plan/organize Continuing Medical Education (CME) activities that promote improvements or quality in healthcare and are independent of the control of "Commercial Interests". The ACCME defines a **"Commercial Interest" as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.** As part of this commitment, Children's Hospital of Philadelphia has outlined in this written agreement the terms, conditions, and purposes of commercial support for its accredited CME activities. **"Commercial Support" is defined as financial, or in-kind, contributions given by a "Commercial Interest"** which is used to pay all or part of the costs of a CME activity. For comprehensive explanations of the ACCME's Policies, go to: <http://www.accme.org/requirements/accreditation-requirements-cme-providers/criteria/criterion-7>

The purpose of this Policy is that participants in CME activities have access to information about (1) any relevant financial affiliations or financial interests of course directors/organizers/moderator(s)/faculty/planners that may present a potential or perceived conflict of interest within the scope and/or content of the CME activity; and (2) "Commercial Interest" entities that provide educational grant financial support of the CME activity(ies) will enable participants to form their own judgments about the presentations they hear. It is not the intent of this policy to discourage participation from those course directors/organizers/moderators/faculty/planners who have financial relationships with outside entities.

Any "Commercial Interest" entity agreeable to provide education grant financial support for (CHOP) CME activities must complete the Letter of Agreement for Commercial Support of Continuing Medical Education (CME) Agreement Page prior to the CME activity's commencement.

It is the responsibility of the administrative managers in the Children's Hospital of Philadelphia Continuing Medical Education Department to assure that all continuing medical education activities are implemented in accordance with this Policy and Letter of Agreement. The above-mentioned CHOP CME Letter of Agreement (LOA) must be completed and returned to the Continuing Medical Education Department to maintain records for no less than four (4) years.



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LETTER OF AGREEMENT FOR COMMERCIAL SUPPORT Of CONTINUING MEDICAL EDUCATION (CME) *TERMS, CONDITIONS AND PURPOSES*

INDEPENDENCE

- 1) This educational CME activity is for scientific and educational purposes only and will not promote any specific proprietary business interest of the “Commercial Interest” entity that is providing educational grant funding financial support.
- 2) The Accredited Provider (CHOP) is responsible for all decisions regarding the identification of educational needs, determination of educational objectives, selection and presentation of content, selection of all persons and organizations that will be in a position to control or to contribute to the educational content of the CME activity (including, course directors; organizing committee, faculty; moderators and planners) selection of education methods, and the evaluation of the activity.
- 3) Children's Hospital of Philadelphia will be responsible for handling all monetary funds received from a “Commercial Interest” entity in support of a CHOP CME activity. Funds received from “Commercial Interests” entities must be paid by a corporate check or by a corporate credit card. Corporate checks should be made payable to **Children’s Hospital of Philadelphia** and may not be made payable to any course director, organizers, faculty, moderators and/or planners or anyone involved in the planning of a CME activity. These funds will be deposited in a CHOP Research Special Purpose Account (SPF) established by the CME Department Manager for the specific CME activity for which it is intended and managed by the CHOP Research Accounts Receivable Department Staff. CHOP CME will be fiscally-responsible for reconciling all educational grant funds and reporting back to the “Commercial Interest” entity a Schedule of Expenses and issuing a credit of any unused portion of the educational grant funding.
- 4) All financial support associated with the CME activity must be given with the full knowledge and approval of Children’s Hospital of Philadelphia and administrative managers and staff in the CHOP Continuing Medical Education Department.

APPROPRIATE USE OF COMMERCIAL SUPPORT

- 5) The Accredited Provider (CHOP) will make all decisions regarding the disposition and disbursement of the funds from the “commercial interest” entity.
- 6) The “Commercial Interest” entity will not require the Accredited Provider (CHOP) to accept advice or services concerning teachers, authors, or participants or other education matters, including content, as conditions of receiving this grant.

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- 7) All commercial support associated with this activity will be given with the full knowledge and approval of the Accredited Provider (CHOP). No other payments shall be given to the course director of the activity, planning committee members, teachers or authors, joint provider, or any others involved with the supported activity.
- 8) The Accredited Provider (CHOP), upon request, will furnish the “Commercial Interest” entity documentation detailing the receipt and expenditure and reconciliation of the commercial financial support received.

“COMMERCIAL INTEREST” ENTITY PROMOTION

- 9) Product-promotion material or product-specific advertisement of any type is prohibited in or during the CME activity. The juxtaposition of editorial and advertising material on the same products or subjects is not allowed. Live or enduring promotional activities must be kept separate from the CME activity. Promotional materials cannot be displayed or distributed in the education space immediately before, during or after a CME activity. “Commercial Interests” entities may not engage in sales or promotional activities while in the space or venue of the where the CME activity content is being presented.
- 10) The “Commercial Interest” entity may not be the agent providing the CME activity educational content to the learners.

TRANSPARENCY AND DISCLOSURE

- 11) The Accredited Provider (CHOP) will ensure that the source of support from the “Commercial Interest” entity, either direct or “in-kind,” is disclosed to the participants, in CME activity brochures, syllabi, and other program materials, and at the time of the CME activity. This disclosure will not include the use of a trade name or a product-group message. The acknowledgment of commercial support may state the name, mission, and clinical involvement of the company or institution and may not include corporate logos and slogans so as to not promote the goods or services of any commercial interest entity.
- 12) The “Commercial Interest” entity agrees to abide by all requirements of the 2004 Updated ACCME Standards for Commercial Support - *Standards to Ensure the Independence of CME Activities*.
- 13) **Children’s Hospital of Philadelphia agrees to:** 1) abide by the 2004 ACCME Standards for Commercial Support; *Standards to Ensure the Independence of CME Activities* - Go to: <http://www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support>
- 14) Acknowledge educational support from the “Commercial Interest” entity in the brochure and other CME activity and/or registration materials; and 3) upon request, furnish the “Commercial Interest” entity a financial report reconciling the expenditure of the educational grant funding.



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WRITTEN AGREEMENT for COMMERCIAL SUPPORT of CONTINUING MEDICAL EDUCATION (CME)

Table with 3 rows: CME Activity Title, Activity Location, Activity Date, ACCREDITED PROVIDER: Children's Hospital of Philadelphia, TAX ID: 23-135-2166

COMMERCIAL SUPPORT INFORMATION

Table with 7 rows: Name of Commercial Interest (CI), CI Tax-ID, CI Representative, CI Address (St, City, St, Zip), CI Email, CI Phone, CI Fax

The above-named "Commercial Interest" entity is agreeable to provide educational grant funding support of the above-named continuing medical education activity.

All corporate checks and corporate credit cards will be made payable to: CHOP

Table with 2 columns: Educational Grant Amount, \$

X
Signature ("Commercial Interest" Entity Representative) Date

X
Signature ("CME Provider Provide Representative) Date

Please scan (PDF), mail or "fax" this completed form with signature to: Monica S. Williams, MS, CME Department, Children's Hospital of Philadelphia, 3401 Civic Center Boulevard, Phila., PA 19104 * T: (215) 590-4884 - F: (215) 590-4342 ; E: mannices@email.chop.edu