



Spokane County MEDICAL SOCIETY

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Thank you for your interest in Jointly Sponsoring your CME with the Spokane County Medical Society (SCMS). SCMS is accredited by the Washington State Medical Association (WSMA) to provide Category I Continuing Medical Education (CME) and Jointly Sponsor CME with local community partners.

If you are applying for Joint Sponsorship for the first time please read all of our policies and instructions found in this application packet. If you have applied before, there are a number of changes we want you to be aware of. New guidelines for a number of procedures have been adopted by the WSMA and subsequently by SCMS as an accredited provider of Category I CME. Please review this letter as we will explain the changes and always feel free to call the CME department with any questions or concerns you may have during this process.

The “Guidelines for Applicants” have been amended to reflect changes which include:

- “Requirements for Accreditation Statement” You must use this statement verbatim. The language is found under #12 which adds a section for AMA PRA credit. Please cut and paste this statement in its entirety paying close attention to the trade mark symbol TM from the electronic copy.
- The Certificate of Attendance also has altered language so please use our copy or ensure that the entire statement is pasted/transferred to your certificate.
- #23 addresses the Americans with Disabilities Act (ADA). Please be aware of our accommodation recommendation.

There have been significant revisions to the CME Disclosure Policy.

- We have included the ACCME Definition of “Relevant Financial Relationships” Your planners, faculty, and others who are in a position to determine CME content are required to be familiar with their disclosure responsibilities and sign the Disclosure form detailing their relevant financial relationships. Please use the template in this application for each person. Note: Planners or others who are in a position to control content of Category I education are required to complete the “Disclosure of Relevant Financial Relationships.”
- There is also a template of the letter that must be sent faculty detailing the content, objectives, and what is allowed in their presentation. SCMS must receive a copy of one (1) of these letters to your faculty member(s) for our file.
- Identified conflicts of interest are covered in “Standards for Commercial Support of Continuing Medical Education” and How to resolve these conflicts are found in our policy on “Identifying & Resolving Conflicts of Interest.”
 - Highlights include: all payments to faculty must be paid through you the SCMS Joint Sponsor. Payments can never be paid directly or separately by a commercial supporter. See the SCMS “Honoraria Policy” for complete guidance.

- All commercial support must be in form of Unrestricted Educational Grants or exhibit fees. Grants must be documented by using the SCMS Letter of Agreement in this application. Both you - the Joint Sponsor and the commercial supporter must sign this agreement.
- Under Standard 4 “The Management of Commercial Support” (4.3) Faculty cannot use presentation materials that use trade names or product group messages. For instance, a PowerPoint slide set that was created by a commercial supporter and bears their name or each slide is not permitted. Trade names of products can be used in presentations although speakers are encouraged to use generic names when possible or use trade names from several different manufacturers where appropriate.
- Faculty Disclosure guidance can be found in the “Standards for Commercial Support – Standard 6.” A major change is the requirement of written disclosure. An example of this disclosure is included in this application. This disclosure must accompany any handouts or syllabus given to participants at the CME activity. SCMS reminds Joint Sponsors that verbal disclosure of “Relevant Financial Relationships or No Relevant Financial Relationships and whether or not the speaker will be speaking about products that are not approved for particular use by the FDA have always been required. As a Joint Sponsor you must insure this verbal as well as written disclosure is given to the audience prior to their presentation. SCMS requires proof usually in the form of moderator notes showing this information was read to the audience.
- Due to new overall requirements SCMS has created a new participant sign-in sheet. SCMS recommends that you utilize the form included in this application or insure that all required information is copied to your form.

Finally, SCMS would like to remind Joint Sponsors that the final paperwork which includes the sign-in sheet, final income/expense statement, summary of completed/collated evaluations, copies of letters to the medical director and ONE faculty member stating that you sent them the summary evaluations to them for review, and documenting disclosure (moderator notes) must be delivered to our office no more than 30 days after your CME Activity date.

If you have any questions about these changes or anything else contained in the application packet please call the SCMS CME department.

We wish you success in providing Category I CME to physicians in our area.

Sincerely,

The Spokane County Medical Society