

Chicago Medical Society and Joint Providership: Guidelines for Meeting Notice (Brochure) Preparation

Essential Components for Compliance with the ACCME's accreditation requirements, policies and Standards for Commercial Support (SCS) for Joint Providers with the Chicago Medical Society

All meeting notices of CME-approved activities **must** include the following (see sample):

- **The name and logo of the Chicago Medical Society prominently displayed along with the name of the joint provider.** For instance, the headline could read: XYZ Medical Society, in conjunction with the Chicago Medical Society presents....
- **The title of the presentation, speaker's name and qualifications.** Please do not use abbreviations or acronyms in the title of the CME activity.
- **Speakers' disclosures.** Example: Dr. Smith has disclosed that he is a **consultant** for ABC Pharmaceuticals. You must include the TYPE of relationship in the disclosure. Also, if the speaker has nothing to disclose, you must include the following statement: *Dr. Smith has disclosed that he does not have any relevant financial relationships with commercial interests.*
- **Planning members' disclosures:** This includes **all** planning members from your organization and the accredited provider involved with the development of the CME activity such as the course director, planning and/or specialty committee members, education director, meeting coordinator, etc. If any of your organizations' planning members have nothing to disclose, then please list the name(s) of the planning member(s) and that they "have disclosed that they do not have any relevant financial relationships with commercial interests."

Target audience: Describe exactly who your target audience is. Is the activity appropriate for primary care physicians and/or for specialists? Allied healthcare professionals?

- **Desired learning outcomes or strategies (formerly learning objectives):** The desired learning outcomes should be based on the professional practice gap and whether changes with the participants' competence or performance are expected. So, if given the opportunity, what would the participants do differently upon their completion of this learning activity?

For example: At the completion of this learning activity, participants should be able to:

- Ask their patients two symptomatic questions that they were not previously asking.
- Adopt one of the new and more effective ways to communicate with their healthcare team.
- Take the extra step to electronically document the type of follow up needed with their patients.

Please develop **2-3** desired learning outcomes for each activity (they should be linked to the identified professional practice gap).

- **The accreditation and designation statements* must appear on the notice.**

**Note: The exact wording as listed below is required, no deviations will be acceptable.*

Accreditation Statement:

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the Chicago Medical Society and the XYZ Medical Society. The Chicago Medical Society is accredited by the ACCME to provide continuing medical education for physicians.

Designation Statement:

The Chicago Medical Society designates this live activity for a maximum of [number of credits] **AMA PRA Category 1 Credit(s)[™]**. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

- **Disclosure:** Disclosure is required for *all* types of commercial support, either on the meeting notice OR on the activity's agenda/materials, in the form of one (or more) of the following examples:

- 1) XYZ Society acknowledges ABC Pharmaceuticals for their support of this activity with an educational grant.
- 2) XYZ Society sincerely appreciates the sponsorship of the following exhibitors: ABC Pharmaceuticals, DEF Technologies and GHI Consultants.
- 3) XYZ Society sincerely appreciates the *in-kind* donations of JKL Medical Equipment.
- 4) This CME activity did not receive any commercial support.

Furthermore, it is important to distinguish, on the CME notice or meeting materials, the different kinds of commercial support secured such as educational grants vs. exhibitor sponsorship vs. in-kind donations.

Lastly, meeting notices must also include the date, time and location, as well as registration information, a contact name, telephone number, and e-mail for further questions.

Important: *Promotional materials including CME information cannot be distributed until the Chicago Medical Society's Subcommittee on Joint Providers grants written approval to your organization awarding CME credit.*