



# CHICAGO MEDICAL SOCIETY

## An Introduction to Joint Providership with the Chicago Medical Society

The Chicago Medical Society's Continuing Medical Education Committee oversees the overall CME program of the Society. The CME Committee members are physicians with knowledge of CME policies, the *Updated Criteria*, and the Standards for Commercial Support (SCS) of the Accreditation Council for Continuing Medical Education (ACCME). The ACCME is the accrediting body that empowers the Chicago Medical Society (CMS) to provide its CME activities in Category 1.

The Committee has designated responsibility for reviewing and approving applications for joint providership to its Subcommittee on Joint Providership, which generally meets on the last Friday of each month. The Subcommittee is charged with reviewing all applications and evaluations and determining if the educational activity has met all of the requirements. ***The Subcommittee does not review incomplete applications.***

The purpose of this packet is to help you plan, execute and follow up on Category 1 CME activities that meet all of the ACCME's Updated Criteria and SCS. This packet contains all the information and necessary application forms needed to apply with CMS. We encourage your organization to retain copies of all application components for your files as a permanent record. CMS will retain your application file and copies of the CME certificates for your qualified attendees for the requisite six (6) years.

As a brief overview, the CME application and joint providership process involves six essential elements: identifying and formulating the "professional practice gap," describing the scope of professional practice, designing an appropriate educational format, identifying the expected learning outcomes, developing educational strategies, and complying with all required post-activity follow up. All components must be complete before any certificates will be issued and the Subcommittee will revoke granted credit to the joint providing organization if any follow-up procedures or recommendations are not followed.

### Our Mission and Goals

*The mission of the Continuing Medical Education (CME) program of the Chicago Medical Society (CMS) is dedicated to promoting quality in medical care, in conjunction with joint providers, to the medical community of Cook County and other medical organizations in the U.S.A. conducting CME programs in Cook County by enhancing the knowledge, competence and/or performance of U. S. licensed physicians. The overall goal of the CMS CME program is to provide CME activities that will focus on the professional practice gaps of our physician audience by integrating improvements in the CME participant's knowledge, competence or performance.*

**Target Audience:** The Chicago Medical Society's CME Program is intended for its members and also non-member U.S. licensed physicians, with an emphasis on practicing physicians, particularly those in primary care and related specialties. Selected CME activities may be tailored to specific physician audiences, including specialists, sub-specialists, and the healthcare team (i.e. nurses, physician assistants, medical office staff etc.) based on the identified educational needs linked to a professional practice gap within the healthcare community.

**Goals for CME Activities:** To accomplish the goals of the CMS CME Program, the Subcommittee and Education Department will support the following range of activities based on evidence-based medicine, practice management, public health **topics that are free of commercial bias**. Current CME formats can include:

- Live activities (such as courses, webinars, and meetings) delivered either as a one-time event or as a series, annual conferences, panel discussions, half-day and one-day seminars, group sessions, interactive sessions or case studies.
- Enduring materials consisting of online CME and printed publications.
- Designated performance improvement models (in limited instances).

**Content Areas:** The content of the CMS CME program, offered either directly or jointly provided, should focus on clinical or new concepts in medical diagnosis, therapeutics, rehabilitative or preventive medicine in relation to primary care or specialized medicine. CMS is also committed to serving the non-clinical educational needs of Chicago's CME audience by encouraging the development of CME content covering the following areas: practice management, risk management, emergency preparedness, medical technologies, regulatory topics, and legislative issues, as they relate to primary care physicians or specialists.

**Joint Providership:** To increase the Chicago Medical Society's goal of offering quality continuing medical education, the Society works with other medical organizations each year to offer a variety of programs. As an accredited provider, the Chicago Medical Society must accept ultimate responsibility for the content and management of each activity it jointly provides. CMS works with jointly providing organizations in the planning stages of the educational activity to ensure compliance with the ACCME's *Updated Criteria* and SCS for the development of a balanced program. After the activity occurs, CMS evaluates the expected learning outcomes, issues CME certificates and maintains files on the educational activity for six (6) years.

**Scope of Joint Providership Activities:** CMS is primarily interested in jointly providing educational activities in the State of Illinois. However, activities in nearby states or whose attendees will be primarily Illinois physicians will be considered on an individual basis. Additional fees for such applications may be assessed.

**The Joint Providership Application Process:** The CME Subcommittee on Joint Providership typically meets on the fourth Friday of each month. If you will be offering a program in January, February or March of any year, please contact the CMS Education Department as we may need to reschedule December – February Subcommittee meetings due to the holiday season and planning needs of the Chicago Medical Society's Annual Midwest Clinical Conference (MCC) that takes place in March.

To enable the CME Subcommittee on Joint Providership to review each application carefully, the following deadlines must be met by every organization seeking joint providership through the Chicago Medical Society.

**CME Policies: All joint providers are required to adhere to the attached Chicago Medical Society's CME Policies on Joint Providership, Commercial Support, Faculty Members, Authors, Planners, Course Directors, Committee and Staff Members, and Reviewers.**

**Deadlines:** The deadline for your CME activity is 75 days prior to your activity date (roughly 2½ months). The CME Subcommittee on Joint Providership and education staff meet once a month and therefore require extra time to thoroughly review all CME applications, to consider any potential conflicts of interest, and provide any necessary recommendations or resolution. The 75 days advance notice allows the Subcommittee and education staff a reasonable amount of time to ensure compliance with the ACCME's Updated Criteria and Standards for Commercial Support (SCS). For example, if you are offering a program on July 17<sup>th</sup>, you will need to submit your completed CME application on **or prior to** May 3<sup>rd</sup>.

**Definition of a Complete CME Application:** A completed CME application is submitted at least 75 days prior to the activity date and includes the following components:

- ⇒ A completed application form with the activity's budget filled in.
- ⇒ An identified and formulated "professional practice gap" along with supporting data and documentation.
- ⇒ Desired learning outcomes (or strategies for change) that are linked to the *professional practice gap*.
- ⇒ Letter(s) of agreement (LOA), if commercial support has been obtained.
- ⇒ Completed and signed disclosure forms and Curriculum Vitae (CVs) or Bios for **all** speakers.
- ⇒ A schedule of the activity (this may be listed on the meeting notice or agenda).
- ⇒ Any **save-the-date** brochures, posters, flyers and mailings that will include information about the CME activity.
- ⇒ A finalized meeting notice or meeting agenda (with all of the joint providers' and CMS planning members' disclosures).
- ⇒ All types of commercial support (educational grants/exhibits/in-kind donations) disclosed on the meeting notice or agenda.

## Benefits of Joint Providership through the Chicago Medical Society

### **The Chicago Medical Society offers:**

- CME activities accredited by the ACCME that are recognized by the American Medical Association (AMA) for the Physician's Recognition Award (PRA) and the Illinois Department of Financial and Professional Regulation (IDFPR) for license renewal.
- Knowledgeable staff to answer questions about the ACCME's *Updated Criteria* and SCS, Illinois continuing medical education requirements, and the AMA's PRA.
- Through our grant application process, organizations receive consultation on developing relevant, evidence-based, quality improvement, and balanced programs that are free of any commercial bias.
- CME Certificates for each physician in attendance.
- A permanent record of all joint providership activities.
- Replacement certificates in the event a physician misplaces the original.

**Joint Providership Application and Processing Fees:** The Chicago Medical Society has instituted the following fees to help support its CME mission and goals:

The joint providership application fee must be submitted with the completed CME application as follows:

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| 1. Districts & Societies Managed by CMS<br>(5.0 hrs. or more)               | \$115 per app. (4.5 hrs. or less); \$115 per credit hr. |
| 2. Affiliated or Associate Medical Societies<br>based on 4.5 hours or less) | \$115 per credit hour (\$200 minimum per app.           |
| 3. New Joint Providers<br>based on 4.5 hours or less)                       | \$125 per credit hour (\$550 minimum per app.           |

### **Non-member Charge**

All groups (except CMS Districts) will be charged \$2.50 per non-Chicago Medical Society member attending the activity. This charge will be calculated after the activity and the joint provider will be invoiced.

**Refunds:** If for any reason the application is denied by the CME Subcommittee on Joint Providership, the application fee will be refunded, less a \$50 processing fee.

### **The CME Subcommittee on Joint Providership will not review incomplete or late applications.**

Incomplete and late applications will be returned marked "incomplete." A \$50.00 processing fee will be assessed for all applications we must return. You may change the date of the activity and re-submit it for the next meeting *provided you meet the 75 days (in advance) deadline.*

**For More Information:** The education staff of the Chicago Medical Society is available to assist you and answer any of your questions regarding the joint providership planning process. Please keep in mind that the objective of staff's assistance will be to ensure that your CME activity meets all CMS requirements and policies and is in **full** compliance with the ACCME's *Updated Criteria* and SCS.

Feel free to contact CMS at any stage of your planning or follow up process that may involve questions regarding: the status of your application, missing information, the application's components, commercial support, timelines, the ACCME's *Updated Criteria* and SCS, CME certificates, credit hour verification, past programs, evaluation methods, and CMS education policies.

For further information, please contact:  
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