



**MASSACHUSETTS
MEDICAL SOCIETY**

Every physician matters, each patient counts.

Continuing Education Activity Information Joint Sponsorship Agreement

CME Activity Title:

Date of Activity:

MMS Lead Representative:

Name of Joint Sponsor:

Joint Sponsor Lead Representative:

Preface:

As an accredited sponsor of continuing medical education (CME) activities, the Massachusetts Medical Society (MMS) may, from time to time, jointly sponsor CME Activities with non-accredited organizations. In such cases, MMS will enter into a written agreement with appropriate representatives from the organizations involved. The "Joint Sponsorship Agreement" will clearly define the parameters of the cooperative relationship by delineating the roles and responsibilities of each party.

The Massachusetts Medical Society (MMS) and Joint Sponsor agree to enter into a Joint Sponsorship arrangement, the terms and conditions of which are to plan and implement the above referenced continuing medical education (CME) activity. This agreement is effective from _____ to _____, or until such time as all responsibilities outlined herein are fulfilled.

As part of the Joint Sponsorship Agreement, the MMS and Joint Sponsor agree to the terms and conditions described below.

1. ROLE OF THE ACCREDITED SPONSOR

As the accredited sponsor of the CME activity, the MMS will take all actions necessary to ensure compliance with the Essentials for Accreditation and Standards for Commercial SupportSM of Continuing Medical Education. Any action not explicitly stated here, but deemed necessary by the MMS to comply with these requirements will be implemented.

2. EDUCATIONAL ACTIVITY DEVELOPMENT

a. The MMS is responsible for ensuring that the content, quality, and scientific integrity of the CME activity are compliant with currently adopted standards for continuing medical education.

b. Joint Sponsor is responsible for (check one)

i. _____ developing the proposed curriculum

ii. _____ developing the proposed curriculum in cooperation with the MMS Committee on

iii. _____ developing the proposed curriculum with MMS staff in the Department of
_____.

c. All planning sessions must be documented by the organization and all such information forwarded to the MMS upon completion of the activity.

- d. Learning objectives must be developed for each presentation and must be printed on all promotional brochures.
- e. The party responsible for developing on-site materials for the activity may be asked to print the following statement in the on-site materials (e.g., on the agenda, or on a separate piece of paper and placed with the speakers' biographies): *"The content of each presentation does not necessarily reflect the views of the Massachusetts Medical Society."* MMS may, in its sole discretion, require this statement to be printed on all promotional brochures as well.

3. The MMS assumes responsibility for:

- a. verifying the needs assessment
- b. approving the activity content, objectives and proposed faculty in consultation with the organization (or Joint Sponsor)
- c. reviewing site selection
- d. overseeing development of brochures and promotional materials
- e. awarding appropriate CME credits/certificates
- f. maintaining records

4. Activity budget and funds administration must be approved by the MMS.

5. The MMS will provide the necessary materials for obtaining:

- a. speaker disclosure
- b. learning objectives
- c. taping releases (if applicable)
- d. activity evaluation

6. PROMOTIONAL MATERIALS

- a. The content of all brochures and promotional materials must be reviewed and approved by the MMS. The MMS must be listed on all materials as the Joint Sponsor. No materials pertaining to the CME activity will be distributed without the review of all parties and the consent of the MMS.
- b. All continuing medical education activity announcements (brochures) must include the following language:

CME Credit/Accreditation

The Massachusetts Medical Society designates this educational activity for a maximum of (number of credits) *AMA PRA Category 1 Credits™*. Physicians should only claim credit commensurate with the extent of their participation in the activity.

(and, when appropriate)

This activity meets the criteria of the Massachusetts Board of Registration in Medicine for risk management study. *OR* (number of credits) credits meet the criteria of the Massachusetts Board of Registration in Medicine for risk management study.

This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the Joint Sponsorship of the Massachusetts Medical Society and Joint Sponsor.

The Massachusetts Medical Society is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

- c. No statement of credit can be printed in the materials or promotional mailings without notification from MMS that credit has been awarded. DO NOT STATE "MMS credit applied for" or similar wording.

7. COMMERCIAL SUPPORT

The MMS strictly adheres to the Standards for Commercial SupportSM. Consequently, Joint Sponsor must inform representatives from commercial supporters of the following:

- a. All financial support for the activity must be in the form of educational grants.
- b. The MMS must be apprised of all educational grants and the way in which they have been disseminated. When there is commercial support, there must be a written agreement that:
 - Itemizes how the commercial support will be used in the development and presentation of the CME activity;
 - Itemizes the organizations involved in the activity (e.g., joint sponsors, education partners, managers);
 - Specifies the organizational name of the commercial interest(s) that supplied the funds;
 - Specifies what funds or in-kind services will be given by the commercial supporter to support the provider's activity; and
 - Is signed by the commercial interest **AND** the MMS.
- c. ***The Joint Sponsor is responsible for making sure the MMS reviews, approves, and signs the grant agreement prior to the activity.***
- d. Educational grants will not be used to pay for lodging, registration fees, honoraria or personal expenses for non-faculty attendees.
- e. Joint Sponsor must provide representatives from commercial supporters with a copy of the *ACCME Standards for Commercial SupportSM*, and all commercial supporters must be in agreement and compliance with said standards.
- f. Commercial support will be acknowledged in printed announcements and materials. *Reference will not be made to specific products manufactured or provided by the commercial supporter.*
- g. No commercial promotional materials will be displayed or distributed in the same room immediately before, during, or immediately after an educational activity certified for credit.
- h. Representatives of commercial supporters may attend the CME activity, but may not engage in sales activities while in the room where the activity takes place.
- i. The content of slides and reference materials is the responsibility of faculty and must not demonstrate bias to a trademark product. Company logos will only be allowed on introductory slides, not on slides containing content. ***In keeping with the current Standards for Commercial SupportSM of CME, it is our practice to review the content of presentations prior to each activity to ensure balance and unbiased content. The MMS requires that Joint Sponsor submit an electronic version of each speaker's presentation to the MMS two weeks prior to activity date if the MMS determines that a potential conflict of interest is indicated.***
- j. Commercial supporters may not require that they be involved in the preparation of educational materials as a condition of their financial support.
- k. Commercial supporters are to be advised of the distribution of their grant following the execution of the CME activity.

8. EDUCATIONAL ACTIVITY EVALUATION

All educational activities must be formally evaluated. The MMS will provide a web-based evaluation to be completed by attendees following the activity. MMS will provide instructions for doing this via an

Information Sheet, which must be distributed to all attendees. An evaluation summary, prepared by the MMS, will be kept on file and may be forwarded to the MMS Committee on Sponsored Programs for their review. The evaluation summary will be sent to the Joint Sponsor 30-60 days after the activity.

9. DISCLOSURE OF FINANCIAL INTERESTS AND OFF LABEL USES

The MMS requires the financial disclosure of any relevant financial interest or other relationship that a faculty member or activity planner has with the manufacturers of any commercial product(s) discussed in the educational presentation. All faculty and activity planners are required to comply and will not be able to participate in the educational activity unless they do so.

The MMS will send disclosure forms to both activity planners and speakers with the expectation that they be filled out and signed prior to the activity. Joint Sponsor is responsible for making sure that all activity planners and speakers fill out and return said forms by the requested date.

Faculty members are also required to disclose if the product being addressed is not labeled for the use under discussion. Compliance that this disclosure has taken place must be documented. ***This information must be disseminated to all activity participants.***

10. FINANCIAL MANAGEMENT

Responsibility will be determined by mutual agreement of the MMS and Joint Sponsor. Joint Sponsor will, at the conclusion of the activity, complete and submit an Activity Financial report, detailing all revenue and expenses associated with the activity. This information is kept on file to meet ACCME requirements.

In the event that the MMS pays all out of pocket costs and contributes in kind the following resources in addition to items specifically referenced above: printing of brochure, space for conducting activity, audiovisual equipment, production of course materials, registration, staff for the day of activity, the MMS may provide registration at no charge to MMS staff and others at its discretion.

11. DOCUMENTATION

Joint Sponsor, within two weeks after the activity, will forward all materials related to design and implementation of the activity, including attendance roster (including names, titles, and addresses), evaluations, planning session minutes, letters, memos, handouts, and brochures to the MMS to establish permanent documentation of the activity.

Checklist for CME Activities

Responsibility	MMS	Joint Sponsor
Conduct Needs Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Determine educational objectives & audience	<input type="checkbox"/>	<input type="checkbox"/>
Determine content	<input type="checkbox"/>	<input type="checkbox"/>
Select faculty	<input type="checkbox"/>	<input type="checkbox"/>
Prepare application for Joint Sponsorship	<input type="checkbox"/>	<input type="checkbox"/>
Determine Fees	<input type="checkbox"/>	<input type="checkbox"/>
Logistics	<input type="checkbox"/>	<input type="checkbox"/>
Develop conference brochures	<input type="checkbox"/>	<input type="checkbox"/>
Develop materials	<input type="checkbox"/>	<input type="checkbox"/>
Print conference materials	<input type="checkbox"/>	<input type="checkbox"/>
Mail conference brochures	<input type="checkbox"/>	<input type="checkbox"/>
Process registration	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for AV equipment	<input type="checkbox"/>	<input type="checkbox"/>
Develop, distribute, and calculate results of activity evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Award CME credit	<input type="checkbox"/>	<input type="checkbox"/>
Create CME certificates	<input type="checkbox"/>	<input type="checkbox"/>

Responsibility for postage to mail certificates	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that all activity planners and speakers return disclosure forms by required date	<input type="checkbox"/>	<input type="checkbox"/>
Provide speaker presentations to MMS for review prior to activity	<input type="checkbox"/>	<input type="checkbox"/>
Enter into agreements with commercial sponsors	<input type="checkbox"/>	<input type="checkbox"/>
Administer budget	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and submit CME Activity Financial Report	<input type="checkbox"/>	<input type="checkbox"/>
Reimburse vendors	<input type="checkbox"/>	<input type="checkbox"/>
Provide a printed roster of all attendees to the MMS within 1 week after activity date (MDs and non-MDs noted; full address required)	<input type="checkbox"/>	<input type="checkbox"/>
Provide 5 copies of all activity handouts to the MMS	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT: The Joint Sponsor is responsible for making sure all planners and speakers understand, and agree to comply with, the MMS Policy on Ensuring Independence in CME Activities when they agree to participate in the CME activity. In addition, the Joint Sponsor agrees to provide the MMS with copies of all speaker presentation slides, handouts, and/or other materials to be presented to the audience PRIOR TO THE ACTIVITY for review, upon request. If speaker or planner indicates a potential conflict of interest, the MMS will require the presentations to be submitted 2 weeks prior to the activity. The Joint Sponsor also agrees to assist the MMS in acquiring signed Speaker and Planner disclosure forms by deadlines stated in said forms. An individual who refuses to disclose relevant financial relationships prior to the activity will be disqualified from participating.

Please indicate your agreement to the above statement by initialing here: _____

For: _____ Massachusetts Medical Society

Name: _____

Title: _____

Signature: _____

Date: _____

For: _____
(Joint Sponsoring organization)

Name: _____

Title: _____

Signature: _____

Date: _____