

Program schedule with faculty assignments (timeframe)
Registration and general information (or link to on-line registration)

*For all activities, faculty disclosure information must be included in all materials as far in advance as possible, and must also appear in handout materials for the course. For larger CME conferences where advertising is prepared far in advance, it may not be possible to include the faculty disclosure statements within initial advertising. Therefore, inclusion in the handout materials distributed prior to the activity will be considered adequate. Please check with the CME office for additional details concerning disclosure guidelines.

REQUIRED STATEMENTS

Accreditation Statement:

Direct Sponsorship- If SLU is the sole sponsoring organization, the following accreditation statement must appear in its entirety on all promotional materials and may not be altered in any way:

Saint Louis University School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

Joint Sponsorship - If the activity is jointly sponsored with other non-accredited institutions, the following accreditation statement would be used in place of the above:

This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (AACME) through the joint providership of Saint Louis University School of Medicine and < insert non-accredited sponsor name > Saint Louis University School of Medicine is accredited by the ACCME to provide continuing medical education for physicians.

Designation of AMA Credits:

The following statement must appear on all promotional materials and may not be altered in any way. Statements may not be made that approval has been applied for or that approval is pending.

AMERICAN MEDICAL ASSOCIATION:

Saint Louis University designates this (activity format) for a maximum of (xx) AMA PRA Category 1 Credit(s)[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.

*Format categories

- Live activity
- Enduring material
- Journal-based CME activity
- Test-item writing activity
- Manuscript review activity
- PI CMA activity
- Internet point-of-care activity

Faculty Disclosure:

It is the policy of Saint Louis University School of Medicine to ensure balance, independence, objectivity and scientific rigor in its continuing medical education program. Faculty and planning committee participating in these activities are required to disclose to the audiences prior to the activity the following:

- (1) A relevant financial relationship within the past 12 months (including yourself, spouse/partner) as defined by the ACCME;

The ACCME defines a “commercial interest” as any proprietary entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients, with the exemption of non-profit or government organizations and non-health care related companies.

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- (2) Their intention to discuss a product that is not labeled for the use under discussion.
- (3) Their intention to discuss preliminary research data.

Saint Louis University School of Medicine has reviewed this activity's disclosures and resolved all identified conflicts of interest, if applicable.

Acknowledgement of Commercial Support:

The following are recommended formats for acknowledgement of commercial support:

1. This activity is supported in part through educational grants from the following: (list company names)
2. We wish to acknowledge the following company(ies) for their generous support of this activity (list names)
3. This activity is supported by an unrestricted educational grant from (insert company name)

If support provided is "in-kind" support, the nature of that support must be specified. Examples include:

1. XYZ Company – surgical instrumentation loan.
2. XYZ Company – refreshments.

Please note commercial interests that are paying for exhibit space only are not to be listed on the acknowledgement of Commercial Support thank you. If you choose you can list exhibitors in a separate category or not list them at all. Also remember free exhibit space can not be given to commercial interest that are giving an educational grant, they must also pay for exhibit space. Non-commercial support groups also need to complete an exhibit form. Determination will be made regarding fees due to anti kick back regulations.

The CME office has SLU templates approved for Commercial Support and for Exhibit Space. Please use the templates found on the website so you have the up to date forms. Each year the forms go through review and new ones are posted with approval numbers. Both agreements must be signed by the proper signature authority in the School of Medicine prior to the event. Route forms to the CME office for review and routing to the correct person for review and signature.

Signature authority (no one else can sign contracts or agreements)

Dr. L. James Willmore \$1.00-\$25,000.00

Dr. Robert Heaney \$1.00-\$25,000.00 (as backup for Dr. Willmore)

Dean Alderson over \$25,000.00

Validation of Content Statement:

The Course Director of this activity has ensured that the content of this presentation conforms to the ACCME policy activities which require accredited sponsors ensure that:

1. All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
2. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.
3. Providers are not eligible for ACCME accreditation or reaccreditation if they present activities that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME, or