

STANDARD GUIDELINES FOR CONTINUING MEDICAL EDUCATION (CME) ACTIVITIES

A. Providership And CME Credit Designation: Application Procedures

1. Accreditation and Application Overview

Weill Cornell Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education (CME) activities for physicians as part of our overall CME program. The ACCME maintains strict guidelines regarding appropriate CME activities, which require substantial effort from course directors and the CME office before, during, and after each activity. Applications submitted to the CME office are reviewed by the CME Committee for simultaneous approval of both WCM providership and CME credit designation in accordance with ACCME standards.

The first step in the application process is the submission of a New CME Course Preliminary Proposal Form for review and approval by the CME Committee. Once preliminary approval is granted, a full application form must be completed and submitted. Completed applications (one electronic copy in a master PDF format) must be submitted to the Office of Continuing Medical Education at least 4–6 months before the proposed activity and prior to any public promotion.

Application forms, submission deadlines, and CME Committee meeting schedules are available from the CME office. Approved activities must comply with guidelines established by both the Weill Cornell CME Committee and the ACCME.

Please note: no educational activity will be accredited retroactively.

2. Review and Approval of CME Literature

All literature related to a Weill Cornell CME activity must receive prior approval from the CME Committee before publication. Therefore, all applications should include draft versions of announcements, brochures, and program materials associated with the CME activity. These materials will be reviewed and may require revisions to meet CME Committee approval.

Program Announcements for Weill Cornell CME activities must include the following:

a. Providership Identification

- Weill Cornell Medicine must be identified on the cover of all program announcements as the institution providing accreditation for the CME activity.

- Weill Cornell's name must remain more prominent than any commercial company providing support.
- It may be of equal size with co-providing non-profit institutions or organizations, provided that co-providership is approved by the CME Committee.
- The use of the Weill Cornell seal/logo is required.

b. Required ACCME and AMA Statements

Both the ACCME and AMA statements regarding WCM's CME accreditation and providership must appear exactly as written on separate lines of the program announcement. The required texts are:

Weill Cornell Medical College is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

Weill Cornell Medical College designates this live activity for a maximum of ____ AMA PRA Category 1 Credit(s)TM. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

For both statements, the total number of credits must equal the total number of teaching hours, which may include Q&A sessions, panel discussions, or participatory workshops.

c. Objectives and Target Audience

- The stated objectives and a description of the target audience must appear on all printed announcements and publicity materials for CME activities.
- Objectives should focus on changing physician behavior to improve patient care, clearly stating the new knowledge participants will gain or what they will be able to do as a result of the program.
- The value of the CME activity should be evident from its stated goals.

3. All Weill Cornell faculty participating in a CME program must complete a Faculty Disclosure Form. These forms must be submitted with the completed application and prior to the printing of program announcements.

Course announcements must include disclosure of any potential or apparent conflicts of interest as part of each faculty member's identifying biography. If conflicts of interest exist, the post-course evaluation must assess the impact of these conflicts on the educational content of the course.

4. The Application for CME Credit Approval must be approved and signed by the Course Director(s) and the Departmental Chairperson. These signatures serve to verify and attest that the program meets the academic standards of the clinical department and the Medical College, and that it complies with all ACCME standards for CME activities.

5. Full financial disclosure, including honoraria, reimbursements, and grants, must be reported in the application and approved by the CME Committee.

All payments to faculty must be made through Weill Cornell, not directly by any external source, including industry sponsors.

6. At the conclusion of each CME activity, the Course Director(s) and the clinical department must evaluate the quality of the program and the extent to which its objectives were achieved.

A CME Committee–approved evaluation form must be used. Sample forms are available from the CME office. If the Course Director wishes to create a custom evaluation instrument, it must be submitted with the completed application for CME Committee approval.

B. Additional CME Guidelines

Use of Weill Cornell Name and Seal

The use of the Weill Cornell name or seal in announcements or publicity for any continuing education activity is authorized only by the CME Committee after the activity has been approved as part of WCM’s overall CME program.

Faculty Selection

Faculty for all WCM-approved activities must be selected and invited by the Course Director, not by ineligible companies (as defined by the ACCME) or their representatives.

An official letter of invitation must be sent to program faculty on Weill Cornell letterhead.

Future Use of CME Programs

Any future use of a WCM CME program (e.g., Internet CME, Podcasts, publications, etc.) requires prior approval and written consent from the Associate Dean for CME.

This requires completing the application for approval of Enduring Materials, which must be reviewed and approved by the CME Committee.

Special Requirements for Certain Activities

Additional ACCME and/or Weill Cornell requirements for approval of a CME application must be met for off-site conferences and seminars, for conferences provided in part by other organizations (co-providerships or joint providerships), for conferences funded in whole or part by outside sources (e.g. commercial concerns such as drug companies), and for enduring material such as internet CME or Podcasts. These guidelines are available from the CME office, and should be reviewed carefully by prospective applicants for Weill Cornell providership and/or CME credit approval.

Monitoring by the CME Committee

The CME Committee reserves the right to send a representative to CME activities to monitor the program and its content.

When a representative attends, their expenses must be included in the activity's budget.

The Course Director will be notified no later than 30 days in advance if a representative has been designated to attend and will require reimbursement.