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AOA Guide for Commercial

Supporters02 285.3( )Tj



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# Accreditation of AOA CME for Commercial Supporters

## Introduction

The American Osteopathic Association (AOA) is organized to advance the philosophy and practice of osteopathic medicine by promoting excellence in education, research, and the delivery of quality, cost-effective health care in a distinct, unified profession.

## CME Accreditation

The AOA Board of Trustees and AOA House of Delegates have granted the Council on Continuing Medical Education (CCME) the authority:

- To grant accreditation status to osteopathic CME Sponsors according to the guidelines approved by the AOA Board of Trustees;
- To conduct periodic accreditation surveys and on-site surveys of CME sponsors; and
- To approve or deny credit for osteopathic CME.

The AOA Board of Trustees has approved Standards of Accreditation, which includes Quality Guidelines, the *Uniform Guidelines*, and Standards for Osteopathic Category 1-A Programs. The Council on Continuing Medical Edu



essentially no equivalent courses available within the osteopathic profession, and that such recognition will apply to all physicians in that specialty or subspecialty. These courses must be sponsored by an ACCME accredited provider, or AAFP approved. To request consideration of a non-osteopathic course for Category 1-B credit, write to the Division of CME at AOA Headquarters in Chicago and supply a copy of the printed program (or syllabus) and documentation of attendance.

c. Reading the JAOA Journal and other Approved Journals by the CCME and Passing the CME Quiz

Osteopathic physicians can earn 2 hours of AOA Category 1-B credit for reading the JAOA and other approved journals by the CCME and passing

granted Category 2-B credit if they are administrative in nature and are sponsored by an ACCME-sponsor or if the programs are AAFP approved.

Managed care programs are granted Category 1-A if they are sponsored by an AOA-accredited Category 1 CME sponsor and meet the 1-A faculty/hours requirement for AOA Category 1-A credit. Managed care programs are granted Category 1-B credit if they are sponsored by an AOA-accredited Category 1 CME sponsor but the program does not meet the AOA Category 1-A faculty/hour requirement. Managed care programs are granted Category 2-A credit if they are sponsored by an ACCME-sponsor or if the pr

## **4. Guidelines for Commercial Support of CME Programs Sponsored by AOA–Accredited CME Sponsors**

- 1.1 AOA Category 1 credit will be awarded only to programs conducted by AOA accredited CME sponsors.
- 1.2 The CME program must meet the “Standards for Osteopathic Category 1-A Programs” as defined above. CME programs requesting Category 1-A or 1-B credit must meet the following standards. A conference will be deemed to meet the 50% requirement if:
  - (1) At least 50% of the total educational hours are presented by osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time paid faculty appointment at a college of osteopathic medicine, or
  - (2) at least 50% of the presenters are osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time paid faculty appointment at a college of osteopathic medicine
- 1.3 A written agreement is required between the commercial supporter(s) and the accredited sponsor(s), and must state that the purpose of the program is for continuing medical education and that control of the content, faculty, educational methods and materials is the responsibility of the accredited sponsor.
- 1.4 The accredited sponsor may obtain information that will assist in planning and producing an educational activity from any outside source, whether commercial or not, for example: faculty recommendations, preparation of conference related educational materials, marketing CME activities to the medical community, or logistical assistance at the activities themselves. However, requests for such assistance cannot be a condition of support for an activity; and, any assistance accepted by the CME sponsor cannot advance the specific proprietary interests of the commercial supporter.
- 1.5 If the CME sponsor agrees to permit exhibits or commercial activity as part of an overall program, such arrangements should not influence planning nor interfere with the presentation of the CME activity
- 1.6 No commercial promotional materials shall be displayed or distributed in the same room as the CME activity.
- 1.7 Representatives of commercial supporters may attend an educational activity, but may not engage in promotional activities while in the room where the CME activity takes place.
- 1.8 Description of unlabeled or investigational uses not yet approved of medications must be identified as such, and all such information shall be objective and scientifically rigorous.

- 1.9 There must be a meaningful opportunity for participants to debate or discuss if the program is a live presentation.

## **5. Enduring Materials**

- 2.1 CME credit may be granted enduring materials that meet the same requirements as “Faculty Development Programs” described above, i.e., that are sponsored by an AOA accredited CME sponsor and provide a faculty of which 50% of the faculty/authors (1) at least 50% of the total educational hours are presented by osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time faculty appointment at a college of osteopathic medicine, or (2) at least 50% of the presenters are osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time faculty appointment at a college of osteopathic medicine.
- 2.2 Such enduring materials can include printed monographs, audio-and videotapes, CD-ROMS, archived online materials, and other electronic teaching aids, which are most often intended for CME self-study.
- 2.3 Credit will be awarded at the rate of one (1) credit per hour of direct participation if an accompanying CME quiz is completed with a passing grade of 70%, and the sponsor confirms this to the AOA.
- 2.4 Requests for certification of enduring materials beside those planned and executed by an AOA accredited CME sponsor should be submitted to the AOA Division of CME for review by the AOA Editor-in-Chief, who will make a recommendation to the Council on Continuing Medical Education. This process will ordinarily take approximately 30 days.



## **Listing of AOA Accredited CME Sponsors**

### **Alabama Osteopathic Medical Association**

Robert Coleman, D.O.

President

3079-A Palisades Court

Tuscaloosa, AL 35405

205-562-2245

### **Alaska Osteopathic Medical Association**

Jim C. Sanders, DO

President

245 N. Brinkley Street, Ste. 201

Soldonta, AL 99669

907-262-7700

### **Altoona Hospital**

Robert F. Barnes, M.D.

Director of Medical Education, Acting

620 Howard Avenue

Altoona, PA 16601-4899

814-946-2263

### **American Academy of Osteopathy**

Diane Finley

Associate Executive Director

3500 DePauw Blvd. #1080

Indianapolis, IN 46268

317-879-1881

### **American College of Osteopathic Emergency Physicians**

Janice Wachtler

Executive Director

142 East Ontario Street, Suite 1250

Chicago, IL 60611

312-587-3709

### **American College of Osteopathic Family Physicians**

Patt L. Moskal, CEM/CMP

Director of Meetings and Exhibits

330 East Algonquin Road, Suite 1

Arlington Heights, IL 60005

800-509-9204; 847-952-5102

### **American College of Osteopathic Internists**

Susan Karicher

Director of Administration and Finance

3 Bethesda Metro Center, Suite 508

Bethesda, MD 20814

800-327-5183; 301-656-8877

### **American College of Osteopathic Neurologists & Psychiatrists**

Sue Wesserling

Executive Assistant

28595 Orchard Lake Road, Suite 200

Farmington Hills, MI 48334-2977

248-553-0010 Ext. 295

### **American College of Osteopathic Obstetricians/Gynecologists**

Jaki Holzer

Administrator

900 Auburn Road

Pontiac, MI 48342-3365

248-332-6360

### **American College of Osteopathic Pediatricians**

Elizabeth Harano

Assistant Director, Management  
Services

142 E. Ontario Street

Chicago, IL 60611

1-877-231-ACOP

### **American College of Osteopathic Sclerotherapeutic Pain Management**

Linda Pavina

Executive Secretary

303 South Ingram Court

Middletown, DE 19709

302-376-8080

### **American College of Osteopathic Surgeons**

Jennifer Colwell

Director of Education & Meetings Services

123 North Henry Street

Alexandria, VA 22314-2903

703-684-0416 x202

**American Osteopathic Academy of Addiction  
Medicine**

Elizabeth Harano  
Assistant Director, Management  
Services  
142 E. Ontario  
Chicago, IL 60611  
312-202-8183

**American Osteopathic Academy of  
Orthopedics**

Morton J. Morris, D.O., J.D.  
Executive Director  
P.O. Box 291690  
Davie, FL 33329-1690  
954-262-1700

**American Osteopathic Academy of Sports  
Medicine**

Susan M. Rees  
Executive Director  
7600 Terrace Avenue, Suite 203  
Middleton, WI 53562  
608-831-4400 x138

**American Osteopathic Association Bureau of  
Conventions**

Frank J. McDevitt, D.O.  
Chairman, Bureau of Conventions  
142 East Ontario  
Chicago, IL 60611  
312-202-8013

**American Osteopathic College of  
Anesthesiologists**

Mrs. Glenna Vazanno  
Executive Director  
6500 NW Tower Drive, Suite 103

**American Osteopathic Family Physicians-  
California Division**

Linda M. Agresti, DO

President

2120 Profet8n

**Clarion Hospital**

Tammy Huey  
Medical Education Coordinator  
One Hospital Drive  
Clarion, PA 16214  
814-226-1306

**Colorado Society of Osteopathic Medicine**

Marie Kowalsky  
Interim Executive Director  
650 S. Cherry Street #440  
Denver, CO 80246  
303-322-1752

**Colorado Springs Osteopathic Foundation**

Doris L. Ralston, MPA  
Director, CME & PR  
15 West Cimarron  
Colorado Springs, CO 80903  
719-635-9057; 719-635-2823

**Columbia Hospital**

Bradley S. Feuer, D.O., J.D.  
Director of Medical and Academic Affairs  
2201 45th Street  
West Palm Beach, FL 33407  
561-863-3910

**Doctors Hospital**

Judy Prewitt  
Administrative Assistant  
5500 39th Street  
Groves, TX 77619-2999  
409-963-5180; 409-963-5136

**Doctors Hospital North**

Paula Vasu  
Continuing Medical Education  
1087 Dennison Avenue  
Columbus, OH 43201-3201  
614-297-4245

**Doctors Hospital of Stark County**

Cindi Prewett  
Credential and Medical Staff Services  
Coordinator  
400 Austin Avenue, N.W.  
Massillon, OH 44646-3598  
330-830-1600

**Eastmoreland Hospital**

Kim Lynch  
Medical Staff Coordinator  
2900 S.E. Steele Street  
Portland, OR 97202-4590  
503-231-4556

**Edward Via Virginia College of Osteopathic  
Medicine**

Kim Price  
Director of Medical Education  
2265 Krat Drive  
Blacksburg, VA 24060  
540-443-9119

**Firelands Regional Medical Center**

Mary Bauer, R.N.  
CME Coordinator  
1101 Decatur St.  
Sandusky, OH 44870-8005  
419-626-7523; 419-627-6740

**Fisher-Titus Medical Center**

Barbara J. Hire, B.Ed., CMSC  
CME Coordinator  
272 Benedict Avenue  
Norwalk, OH 44857-2399  
419-668-8101 Ext. 6535

**Florida Hospital East Orlando**

Joan Bour  
CME Coordinator  
2501 North Orange Ave., Suite 414  
Orlando, FL 32804  
407-303-2858

**Florida Osteopathic Medical Association**

Michelle Winn, CMP  
Associate Executive Director  
2007 Apalachee Parkway  
Tallahassee, FL 32301-4847  
800-226-3662

**Florida Osteopathic Medical Association,  
District #7**

Tom Quinn, D.O.  
Secretary  
PO Box 4106  
Anna Maria, FL 34216  
941-779-1958

**Florida Society of the American College of  
Osteopathic Family Physicians**

Kenneth Webster, Ed.D.  
Executive Secretary  
PO Box 2025  
Largo, FL 33779-2025  
727-581-9069

**Freeman Health System**

Mikell D. Bounds  
Director, CME  
1102 West 32nd Street  
Joplin, MO 64804-2599  
417-625-6612

**Garden City Hospital Osteopathic**

Norville H. Schock, Ph.D., FAODME  
Vice President of Medical Education  
6245 Inkster Road  
Garden City, MI 48135-2599  
734-458-4486

**Genesys Regional Medical Center**

Sharon Wilson  
CME Coordinator  
One Genesys Parkway  
Grand Blanc, MI 48439  
810-606-5988; 810-606-5980

**Georgia Osteopathic Medical Association**

Holly Barnwell  
Executive Director  
2037 Grayson Hwy, Ste. 200  
Grayson, GA 30017  
770-493-9278

**Golden Valley Memorial Hospital**

Karen Bullock, PhD  
Director of Educational Services  
1600 North Second Street  
Clinton, MO 64735  
660-885-5511

**Grandview Hospital & Medical Center**

Regina Salas  
Administrative Assistant  
405 Grand Avenue  
Dayton, OH 45405-4796  
937-226-3247

**Illinois Osteopathic Medical Society**

Elizabeth Harano  
Assistant Director, Management Services  
142 E. Ontario Street  
Chicago, IL 60611  
312-202-8183

**Indiana Osteopathic Association**

Michael H. Claphan, CAE  
Executive Director  
3520 Guion Road, Suite 202  
Indianapolis, IN 46222-1672  
317-926-3009; 800-942-0501

**Ingham Regional Medical Center**

Peg Cunningham

**Lake Erie College of Osteopathic Medicine**  
Pierre Bellicini  
Director of Communications/CME Coordinator  
1858 West Grandview Blvd.  
Erie, PA 16509  
814-866-8121

**Maine Osteopathic Association**  
Kellie Pavese Miller, M.S.  
Executive Director  
693 Western Ave., #1  
Manchester, ME 04351  
207-623-1101

**Maryland Association of Osteopathic Physicians**  
Darleen Won  
Executive Director  
3603 Southside Avenue  
Phoenix, MD 21131  
410-683-8100

**Massachusetts Osteopathic Society**  
Don Halpin  
Executive Director  
PO Box 487  
Winchester, MA 01890  
781-721-9900

**Memorial Hospital**  
Anthony A. Minissale, D.O.  
VP of Medical Affairs  
325 S. Belmont St.  
York, PA 17403  
717-849-5343; 717-849-5341

**Mercy General Health Partners**  
Patrick E. Walsh, D.O.  
Director of Medical Education  
1700 Oak Avenue  
Muskegon, MI 49442-2497  
616-777-6451

**Mercy Suburban Hospital**  
Harold Schreiber, D.O., FACOFP  
Director of Medical Education  
2701 DeKalb Pike  
Norristown, PA 19401-1849  
610-278-2003

**Mesa General Hospital Medical Center**  
Sandy Elcock, CMSC  
Director, Medical Staff Services  
515 N. Mesa Drive  
Mesa, AZ 85201-9840  
480-461-6433

**Metropolitan Hospital**  
Gerri Navarre  
Associate Director of Medical Education  
1919 Boston, S.E.  
Grand Rapids, MI 49506-4199  
616-252-7078

**Michigan Osteopathic Association**  
Sara Carson  
Meeting Coordinator  
2445 Woodlake Circle  
Okemos, MI 48864  
517-347-1555

**Michigan Osteopathic Neuropsychiatric Society (MONS)**  
Marjory A. Pulk  
Treasurer  
560 Misty Brook Lane  
Rochester, MI 48307  
248-650-7973

**Michigan State University, College of Osteopathic Medicine**  
Pamela Thompson  
Director, Continuing Medical Education  
A-306 East Fee Hall  
East Lansing, MI 48824-1316  
517-353-9714

**Millcreek Community Hospital**  
Helen McKenzie  
Medical Education Coordinator  
5515 Peach Street  
Erie, PA 16509-2695  
814-868-8217

**Minnesota Osteopathic Medical Society**  
Colleen Jensen  
Executive Director  
PO Box 314  
Lakeland, MN 55043  
612-801-9171

**Mississippi Osteopathic Medical Association**

Jeffrey J. LeBoeuf  
Executive Director  
P. O. Box 16890  
Jackson, MS 39236  
601-366-3105

**Missouri Association of Osteopathic Physicians & Surgeons**

Bonnie M. Bowles  
Executive Director  
1423 Randy Lane  
Jefferson City, MO 65101  
573-634-3415

**Montana Osteopathic Association**

Carmen Christianson Bell, M. S.  
Executive Director  
1600 2nd Avenue S.W. Suite 120  
Minot, ND 58701  
(701) 852-8798

**Mount Clemens General Hospital**

Suzanne G. Wilson, RN, MSN  
Administrative Director  
1000 Harrington Blvd.  
Mt. Clemens, MI 48043  
810-493-8185

**Munson Medical Center**

Sandra Somers, RN  
CME Coordinator  
1105 Sixth Street  
Traverse City, MI 49684  
231-935-6546

**Naval Medical Education and Training Command (NMETC)**

Kathleen Sherman, RN  
CME Program Manager  
8901 Wisconsin Avenue, Code OG2  
Bethesda, MD 20889-5611  
301-295-0453

**Nevada Osteopathic Medical Association**

Denise Selleck Davis  
Executive Director  
2920 North Green Valley Parkway  
Suite 527  
Henderson, NV 89014  
702-434-7112

**New Hampshire Osteopathic Association**

Joy Potter  
Executive Director  
7 N. State Street  
Concord, NH 03301  
603-224-1909

**New Jersey Association of Osteopathic Physicians and Surgeons**

Claire Pabers  
CME/Membership Coordinator  
One Distribution Way  
Monmouth Junction, NJ 08852-3001  
732-940-9000

**New Mexico Osteopathic Medical Association**

Betty Barrett  
Executive Director  
PO Box 53098  
Albuquerque, NM 87153-3098  
505-332-2146

**New York College of Osteopathic Medicine/New York Institute of Technology**

David Broder, D.O.  
Associate Dean of Post Doctoral Education  
NYCOM/NYIT  
Old Westbury, NY 11568-8000  
516-686-3730

**New York Society of the American College of General Practitioners in Osteopathic Medicine and Surgery**

Eric Sheflin, D.O., FACOFP  
Executive Director  
15 Munro Blvd.  
Valley Stream, NY 11581  
516-791-5800



**New York State Osteopathic Medical Society,  
Inc.**

Elizabeth Harano  
Assistant Director, Management Services  
142 East Ontario  
Chicago, IL 60611  
312-202-8188

**North Carolina Osteopathic Medical  
Association**

Brenda Brow  
Executive Director  
1104 Medical Center Dr.  
Wilmington, NC 28401-7305  
1-888-626-6248

**North Dakota Osteopathic Medical  
Association**

Carmen Christianson Bell, MS  
Executive Director  
1600 2nd Avenue, SW, Suite 20  
Minot, ND 58701  
701-852-8798



**South Pointe Hospital-Cleveland Clinic Health System**

Pauli Jaffe-Bokor  
Curriculum Coordinator  
4110 Warrensville Center Road  
Cleveland, Ohio 44122  
216-491-7818

**Southwest Florida Osteopathic Medical Society, District #11**

Sandra Utterback  
Conference Coordinator  
PO Box 101409  
Cape Coral, FL 33910-1409  
941-541-0116

**Sparrow Hospital**

Thomas E. Drabek  
Operations Manager, Medical Education  
1215 E. Michigan Ave., PO Box 30480  
Lansing, MI 48909-7980

**Touro University College of Osteopathic  
Medicine**

Jacqueline Moreau-Vorte  
Clinical Rotations Manager  
Mare Island, Quarters C, 832 Walnut Avenue  
Vallejo, CA 94592  
707-638-5200

**Trinity Medical Center North**

Brenda Sampson  
Executive Assistant  
1111 West Kimberly Road  
Davenport, IA 52806-5781  
563-445-4213

**Tucson Osteopathic Medical Foundation**

Jenny Jones  
Medical Education Manager  
4280 North Campbell Avenue, Suite 200  
Tucson, AZ 85718  
520-299-4545; 800-201-8663

**Tulsa Regional Medical Center**

Paul Koro, DO  
Interim Director of Medical Education  
744 West 9th Street  
Tulsa, OK 74127-9096  
918-599-5923

**UHHS Richmond Heights Hospital**

Laura Whitt  
Administrative Director of Medical Education  
27100 Chardon Rd.  
Richmond Heights, OH 44143-1116  
440-585-6230

**Union Hospital**

**Vermont State Association of Osteopathic Physicians and Surgeons**

John Peterson, D.O.  
Executive Director  
72 Barre Street  
Montpelier, VT 05602  
802-229-9418

**Via Christi Riverside Medical Center**

Betty Mitchem  
Administrative Assistant, Medical Education  
2622 West Central  
Wichita, KS 67203-4999  
316-946-8551

**Virginia Osteopathic Medical Association**

Maria S. Harris  
Executive Director  
48 East Square Lane  
Richmond, VA 23233  
804-784-2204

**Washington Osteopathic Medical Association**

Kathleen S. Itter  
Executive Director  
P.O. Box 16486  
Seattle, WA 98116-0486  
206-937-5358

**West Virginia School of Osteopathic Medicine Foundation, Inc.**

Linda B. Smith  
Executive Director  
400 North Lee Street  
Lewisburg, WV 24901-1128  
304-645-6270 x374

**West Virginia Society of Osteopathic Medicine, Inc.**

Charlotte Ann Cales Pulliam  
Executive Director  
P.O. Box 5266  
Charleston, WV 25361-0266  
304-345-9836

**Western New York Osteopathic Medical Society**

Cary Vastola, DO  
CME Director  
4017 Harlem Road  
Amherst, NY 14226  
716-839-8000

**Western University of Health Sciences/  
(COMP), College of Osteopathic Medicine**

Ronald Berezniak, PhD  
Associate Dean for Academic Affairs  
309 E. Second Street  
Pomona, CA 91766  
909-469-5257

**Westview Hospital**

Darci Sieracki  
Medical Staff Coordinator  
3630 Guion Road  
Indianapolis, IN 46222-0650  
317-920-7280; 317-920-7384

**Wisconsin Association of Osteopathic Physicians and Surgeons**

Heather Jessina  
Executive Director  
5645 Randal Lane  
Racine, WI 53402  
262-752-2280

## **Excerpted from the AOA Manual for Accreditation of AOA Category 1 CME Sponsors**

### **2. Standards of Accreditation**

This chapter defines the standards of accreditation of Category 1 CME sponsors. Section 1 presents AOA's CME quality standards. Section 2 presents the *Uniform Guidelines for Accrediting Agencies of Continuing Medical Education*

that sound educational goal planning takes place in all programs (AOA Board of Trustees

**2.2.2.4 Enduring Materials** - An accredited sponsor that offers instructional materials, that in themselves constitute a planned activity of CME, shall develop and administer those materials entirely according to these "Uniform Guidelines".

**2.2.2.5 Funding Arrangements** - The ultimate decision regarding funding arrangements for CME activities must be the responsibility of the accredited sponsor. Funds from a commercial source should be in the form of an educational grant for the support of programming made payable to the accredited sponsor. The terms of the grant must be set forth in a written agreement. There shall be no other funds paid to faculty, CME program directors, or others involved with the supported program except as provided in the written agreement. All support associated with an educational activity must be made under the direction of, and with the full knowledge and approval of, the accredited sponsor.

Payment of reasonable honoraria and reimbursement of out-of-pocket expenses for faculty is customary and proper. Commercial support must be acknowledged in printed announcements and brochures; however, reference must not be made to specific commercial products. Following the CME activity, upon request, the accredited sponsor must be prepared to report to each commercial supporter, information concerning the expenditure of funds each has provided.

**2.2.2.6 Marketing CME Activities** - A CME sponsor may authorize a commercial supporter to disseminate to the medical community information about a CME activity. However, the content of such information must always be explicitly approved by, but not necessarily prepared by, the accredited sponsor, and must always identify the educational activity as produced by the accredited sponsor.

**2.2.2.7 Expenses for Attendees** - In connection with an educational activity, it is not permissible to use funds originating from a commercial source to pay travel, lodging, registration fees, honoraria, or personal expenses for non-faculty attendees. Subsidies for hospitality should not be provided outside of modest meals or social events that are held as a part of the educational activity.

Scholarship or other special funding to permit medical students, interns, or residents and fellows to attend selected educational conferences may be provided, as long as the selection of students, interns or residents and fellows who will receive the funds is made either by the academic or training institution, or by the accredited sponsor, with the full concurrence of the academic or training institution.

## **2.2.3 Educational Standards and Practices**

**2.2.3.1 Needs Assessment** - An accredited sponsor shall systematically identify the CME needs of prospective participants and use that information in planning CME activities.

**2.2.3.2 Objectives** - An accredited sponsor shall, for each CME event, develop objectives based on identified educational needs.

### **2.2.3.3 Educational Design**

**2.2.3.3.1 Objectives Influence Design** - An accredited sponsor shall use the objectives developed for an educational activity to select the content, and design the educational methods, for that activity.

**2.2.3.3.2 Basic design requirements for CME activities** - In designing educational activities, the accredited sponsor must assure that the activities have the following characteristics:



They must be free of bias for or against any commercial product;

They must be designed and produced so that content and educational methods are ultimately determined by the audience.

## 2.2.4 Other Guidelines for Relationships between Accredited Sponsors and Commercial Supporters of CME

**2.2.4.1 Communicating Results of Scientific Research** – Objective, rigorous, scientific research conducted by commercial companies is an essential part of the process of developing new pharmaceutical or other medical products or devices. It is highly desirable that direct reports of such research be communicated to the medical community. An offer by a commercial supporter to provide a presentation reporting the results of scientific research shall be accompanied by a detailed outline of the presentation which shall be used by the accredited sponsor to confirm the scientific objectivity of the presentation. Such information must conform to the generally accepted standards of experimental design, data collection and analysis.

**2.2.4.2 Disclosure** – An accredited sponsor shall have a policy requiring disclosure of the existence of any significant financial interest or other relationship a CME faculty member or the sponsor has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation. All approved CME activities shall conform to this policy.

Such faculty or accredited sponsor relationship with commercial supporters shall be disclosed to participants prior to educational activities in brief statements in the conference (during the introduction of a speaker) and in conference materials such as brochures, syllabi, exhibits, poster sessions and post meeting publications.

In the case of a regularly scheduled event, such as grand rounds, disclosure shall be made by the moderator of the activity after consultation with the faculty member or a representative of the accredited sponsor. Written documentation that disclosure information was given to participants shall be entered in the file for that activity.

**2.2.4.3 Off-label uses of products** – When an off-label use of a product, or an investigational use not yet approved for any purpose, is discussed during an educational activity, the accredited sponsor shall require the speaker to disclose that the product is not labeled for the use under discussion, or that the product is still investigational. Discussions of such uses shall focus on those uses that have been subject of objective investigation.

**2.2.4.4 Activities that are repeated many times** – An accredited sponsor that offers educational activities that are repeated many times shall disclose the frequency of the activity, that the activity is repeated many times, and the number of times the activity is repeated. The disclosure shall be made in the syllabus or other educational materials. The disclosure shall be made in the syllabus or other educational materials. The disclosure shall be made in the syllabus or other educational materials.

No mention of specific products in the acknowledgement of commercial support, even if they are not related to the topic of the CME program.

The use of hidden technical mechanisms for transferring learning data (cookies) be prohibited.

AOA accredited provider does not host CME programs on a pharmaceutical or device manufacturer's website.

### 3. Standards for Osteopathic Category 1-A Programs

CME programs requesting Category 1-A or 1-B credit must meet the following standards:

- 3.1** (1) At least 50% of the total educational hours are presented by osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time paid faculty appointment at a college of osteopathic medicine, or
- (2) at least 50% of the presenters are osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time paid faculty appointment at a college of osteopathic medicine

The AOA Council has been authorized by the AOA Board of Trustees to review and grant exemption from this requirement for any CME program sponsored by a specialty college or society, or any program for which the audience will consist largely of non-family practice physicians. Such review will occur only on a program-by-program basis. Exemption is solely at the discretion of the AOA Council. A copy of the procedures for requesting this exemption may be obtained from the AOA Division of CME (Resolution. 43 (A/94)).

- 3.2** The sponsor must provide evidence of integrating osteopathic principles and practice into the program.
- 3.3** The sponsor shall identify and use presenters who will teach in a planned program. The suggested criteria for presented selection include:
- A. Appropriate Credentials
  - B. Competence as a teacher
  - C. Knowledge of content area
  - D. Qualification by experience
- 3.4** The sponsor must provide the AOA with the name and telephone number of the provider responsible for administration of Category 1-A CME activities.

- 3.7** Maintenance and availability of records of participation in CME activities should be adequate to serve the needs of participants and others requiring this information.
- 3.8** The participants, upon their request, must be provided with a certificate or some other document attesting to the satisfactory completion of the CME activity.
- 3.9** The sponsor must have a written policy dealing with procedures for the management of grievances and fee refunds.
- 3.10** The sponsor should assure that a sound financial base is established for the planned CME programs and activities. Budget planning for CME should be clearly projected. The program should not be presented for the sole purpose of profit.
- 3.11** An appropriate number of qualified faculty for each activity shall be secured by the sponsor.
- 3.12** Adequate supportive personnel to assist with administrative matters and technical assistance shall be available.
- 3.13** The sponsor provides a means for adequately monitoring the quality of faculty presentations.
- 3.14** The sponsor must insure adequate program participant evaluation as suggested in the quality standards.
- 3.15** AOA accredited CME sponsors shall comply with the Uniform Guidelines for Accrediting Agencies of CME as adopted by the AOA.
- 3.16** Moderators will not be considered faculty if they simply introduce speakers and their topics. To fulfill the definition of faculty, they must actively participate in the educational program.
- 3.17** Some formal educational programs co-sponsored by accredited osteopathic institutions and organizations may be eligible for Category 1-A credit, depending on individual circumstances.
- 3.18** The FDA has ruled that a CME sponsor who can demonstrate administrative hardship may allow

## Definitions

Terms used in this Manual are related to the Federal Food, Drug, and Cosmetic Act, the Uniform Guidelines, and the Accreditation Requirements for AOA Category 1 CME Sponsors.

This list of terms has been compiled to furnish users of the document, American Osteopathic Association Accreditation Requirements for AOA Category 1 CME Sponsors, with a common terminology. The availability of the glossary, it is hoped, will lead to a clear understanding of the intent of these Requirements and Guidelines.

**Accredited Sponsor** - An AOA-CME sponsor is an institution, organization or affiliate that is accredited by the AOA Council on CME to present programs that qualify for AOA-CME category 1 credit.

Accredited sponsors have the discretion of allowing other non-AOA accredited organizations, termed "Providers" to conduct CME programs under their accreditation status. It is the Accredited Sponsor's responsibility to ensure that the Provider's programs will follow the AOA Category 1 CME Requirements.

**Accrediting Organizations** - The FDA, in exercise of its administrative discretion, will seek to rely to the extent possible on major accrediting organizations to monitor company-supported educational activities conducted by their accredited providers and ensure that such activities are independent and nonpromotional.

**Advertisement** - Being generally applied to the universe of industry promotional activities designed to provide information on regulated products, but do not fall within the definition of labeling. The promotion of an off-label use, whether or not in a form deemed to be an advertisement, may give rise to a violation of the labeling provisions of the Act.

**Agency** - Food and Drug Administration (FDA)

**Agency Policy** - Covers not only human drugs, which were the subject of the concept paper, but also covers devices, biologics, and veterinary medicines, which are all subject to regulation with regard to labeling and advertising.

**CME Sponsor** - A CME sponsor is an institution, organization or affiliate that is accredited by the AOA Council on CME to present programs that qualify for AOA-CME Category 1 credit.

**Enduring Materials** - Commercially supported enduring materials are planned educational programs and materials designed and developed with financial or other support from commercial interests, and used for CME purposes beyond their initial presentation. Such enduring materials include printed, photographed, or electronically modulated programs and materials, such as, but not limited to, printed educational material, audio cassettes, video cassettes, computer assisted instruction, broadcast by television or radio of any type, and electronic teaching aids.

**Labeling** - Include not only product labels but also other written, printed, or graphic matter that "accompanies" a product.

**Needs Assessment** - A needs assessment is an analysis of the type of CME that is needed by the intended audience for a CME program which has been proposed or conducted. The results of a needs

assessment are used in the design and planning of the content and delivery modality for CME programs.

**Osteopathic Faculty** - The Category 1 CME Sponsor shall provide a faculty of which at least 50% of the presenters are: (1) osteopathic physicians, or (2) MDs, PhDs, or other professionals with graduate degrees who hold a full-time faculty appointment at a college of osteopathic medicine.

**Osteopathic Manipulative Treatment (OMT)** – Hands-on treatment where osteopathic physicians (D.O.s) use their hands to examine the back and other parts of the body such as joints, tendons, ligaments and muscles, for pain and restriction during motion that could signal an injury or impaired function.

**Osteopathic Medicine** – Treating the patient as a “whole” person, instead of just treating specific symptoms.

**Physician** - A physician is a healthcare provider who is licensed to practice medicine and surgery in all its branches. In the United States, osteopathic physicians (D.O.s) and allopathic physicians (M.D.s) are the two recognized types of physicians under this definition. This type of physician is also described as having full practice privileges, and is sometimes referred to as a “complete” physician. Each state will have laws which define the practice privileges of various healthcare providers, and which may permit these providers to use the physician descriptor when referring to their practices.

**Presenter** - A presenter at an AOA-accredited CME program is an individual who chairs a portion of the program or who delivers a lecture or other formal portion of the program.

**Program** - A formal educational program presented in a live setting.

**Program Sponsor** - A program sponsor is an organization which is recognized by non-AOA accreditor(s) and/or offers CME programs recognized by non-AOA organizations. An example of one such accrediting agency is the Accreditation Council for Continuing Medical Education (ACCME) which accredits CME sponsors, but does not approve individual programs. The American Academy of Family Physicians (AAFP) approves individual programs, but does not accredit sponsors.

**Regulated Industry** - Persons or entities that manufacture, sell, or conduct research on human and animal drugs, biological products, and medical devices.

**Safe Harbor** - Scientific and educational activities that are supported by the regulated industry but are independent of promotional influences that may emanate from the supporting companies. Within the perimeters of the safe harbor, activities may be funded by the regulated industry, may be designed to provide information on the use of regulated products, and yet be left free from regulation under the labeling and advertising provisions of the Federal Food, Drug, and Cosmetic Act.

Safe harbor is based not on a distinction between promotion and education, but rather on a distinction between activities that are subject to influence by the regulated industry and independent activities that are free from promotional influences. Educational value does not provide a safe harbor from agency regulation; educational activities that are designed or influenced by the regulated industry, even if of the highest educational quality, are subject to regulation.

The general characteristics of the traditional safe harbor for industry-supported scientific and educational activities are (1) an understanding between the provider and supporting company that the activity is to be a scientific or educational activity, and not designed to promote the supporting company's product, (2) functional independence on the part of the provider from influence over content by the supporting company, and (3) adequate disclosure of supporting company involvement.

**Sponsors Overall Program** - The range and scope of CME (clinical educational) activities which are offered by an AOA accredited CME sponsor.

**Staff Physician** - A staff physician is a physician who has been given practice privileges at a healthcare facility. Such privileges are granted after review of credentials which include: license to practice; completion of postdoctoral education; attainment of certification.

**Uniform Guidelines** - Uniform Guidelines for Accrediting Agencies of Continuing Medical Education as adopted by the AOA.

**Written Agreement** - Companies and providers who wish to ensure that their activities will not be subject to regulation should design and carry out their activities based on written agreement between the company and the provider documenting that the provider will be solely responsible for designing and conducting the activity, and that the program will be educational and non-promotional in nature.

The written agreement shall provide for appropriate disclosure. If the company abides by such an agreement and does not otherwise circumvent the purpose of the agreement, the FDA does not intend to regulate the activity under the labeling and advertising provisions of the Federal Food, Drug, and Cosmetic Act.

### Appendix A – Sample Commercial Support Form

Letter of Agreement Regarding Terms, Conditions and Purposes of an Educational Grant

between \_\_\_\_\_ (Accredited Sponsor) and \_\_\_\_\_ (Company)

Title of CME Activity \_\_\_\_\_

Location \_\_\_\_\_ Date(s) \_\_\_\_\_

Company (name/Branch) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Person \_\_\_\_\_

The above Company wishes to provide support for the named continuing medical education activity by means of (indicate which option):

1. Unrestricted educational grant for support of the CME activity in the amount of \$ \_\_\_\_\_

2. Restricted grant to reimburse expenses for:

A. Speaker(s) 1) \_\_\_\_\_

2) \_\_\_\_\_

To include all Expenses \_\_\_\_\_ Travel Only \_\_\_\_\_ Honorarium Only \_\_\_\_\_  
(Honorarium Amount to be determined by Course Director)

B. Support for catering functions (specify) \_\_\_\_\_  
in the amount of \$ \_\_\_\_\_ (see 10.d. on the back of this agreement)

C. Other (e.g. equipment loan, brochure distribution, etc.) \_\_\_\_\_

#### CONDITIONS

1. Statement of Purpose: program is for scientific and educational purposes only and will not promote the Company's products, directly or indirectly.
2. Control of Content & Selection of Presenters & Moderators: Accredited Sponsor is ultimately responsible for control of content and selection of presenters and moderators. Company, or its agents, will respond only to Accredited Sponsor initiated requests for suggestions of presenters or sources of possible presenters. Company will suggest more than one name (if possible); will provide speaker qualifications, will disclose financial or other relationships between Company and speaker, and will provide this information in writing. Accredited Sponsor will record role of Company, or its agents, in suggesting presenter(s); will seek suggestions from other sources, and will make selection of presenter(s) based on balance and independence.
3. Disclosure of Financial Relationships: Accredited Sponsor will ensure disclosure to the audience of (a) Company funding and (b) any significant relationship between the Accredited Sponsor and



- the Company (e.g. grant: recipient) or between individual speakers or moderators and the Company.
4. Involvement in Content: there will be no “scripting,” emphasis, or influence on content by the Company or its agents.
  5. Ancillary Promotional Activities: no promotional activities will be permitted in the same room or oblique path as the educational activity. No product advertisements will be permitted in the program room.
  6. Objectivity & Balances: Accredited Sponsor will make every effort to ensure that data regarding the Company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
  7. Limitations of Data: Accredited Sponsor will ensure, to the extent possible, disclosure of limitations of data, e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion.
  8. Discussion of Unapproved Uses: Accredited Sponsor will require that presenters disclose when a product is not approved in the United States for the use under discussion.

### Appendix B – Faculty Disclosure Form

#### Faculty Disclosure Declaration

It is the policy of the \_\_\_\_\_ to insure balance, independence, objectivity, and scientific rigor in all its individually sponsored or jointly sponsored educational programs. All faculty participating in any \_\_\_\_\_ sponsored programs are expected to disclose to the program audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the continuing education program. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. The intent of this policy is not to prevent a speaker with a potential conflict of interest from making a presentation. It is merely intended that any potential conflict should be identified openly so that the listeners may form their own judgements about the presentation with the full disclosure of the facts. It remains for the audience to determine whether the speaker's outside interests may reflect a possible bias in either the exposition or the conclusions presented.

CME PROGRAM: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE OF PRESENTATION: \_\_\_\_\_

PRESENTER'S NAME: \_\_\_\_\_

(please print or type)

**I have no actual or potential conflict of interest in relation to this program or presentation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have a financial interest/arrangement or affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of this presentation.

Affiliation/Financial Interest

Name of Organization(s)

Grant/Research Support

\_\_\_\_\_

Consultant

\_\_\_\_\_

Speakers' Bureau

\_\_\_\_\_

Major Stock Shareholder

\_\_\_\_\_

Other Financial or Material Support

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Your cooperation in complying with this standard is appreciated. Please return this form as soon as possible to the program director or Office of Continuing Education.