

Joint Sponsorships:

Notes: *Mobile Infirmiry Medical Center can only conduct a maximum of three joint sponsorships per year according to the MIMC Joint Sponsorship Policy:*

Mobile Infirmiry Medical Center
Medical Education Committee
Joint Sponsorship Policy and Operating Procedures for Continuing Medical Education

The Sponsor—Mobile Infirmiry Medical Center—shall:

1. Be able to show with written documentation that each such sponsored CME activity was planned and implemented in compliance with the Essentials and Standards of the ACCME.
2. Make sure that all printed materials for activity carry the following statement: “This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Medical Association of the State of Alabama through the joint sponsorship of the Mobile Infirmiry Medical Center and <insert name of non-accredited sponsor>. The Mobile Infirmiry Medical Center is accredited by the Medical Association of the State of Alabama to provide continuing medical education for physicians.”
3. Mobile Infirmiry Medical Center must utilize specific written policies and operating procedures to effectively govern the planning and implementation of its jointly sponsored activities. (See the CME Policy and Procedure Manual.) Mobile Infirmiry Medical Center may require that the non-accredited sponsor meet requirements that are more restrictive than or exceed the minimum requirements of the Medical Association of the State of Alabama.
4. If two or more accredited sponsors are involved in an activity then one of them must assume responsibility for the activity and this must be clearly indicated on all of the printed material.

POLICY

The Medical Education Committee shall accept responsibility that the Essentials are met by educational activities which it jointly sponsors with non-accredited entities. Jointly sponsored activities must be consistent with the sponsor’s mission statement. The sponsor must conduct an evaluation of each jointly sponsored CME activity in the context of its mission statement. The name of the accredited sponsor should appear on all promotional materials and on the printed program of the jointly sponsored activity. If more than one accredited sponsor jointly sponsors a CME activity, one should assume responsibility for the activity and this should be clearly indicated on the promotional materials and printed programs.

OPERATING PROCEDURES

1. The non-accredited sponsor must contact the Medical Education Committee for joint sponsorship during the planning stage of the activity.
2. Once contacted, representatives from the Education department will explain the CME process to the non-accrediting sponsor.
3. Although the accrediting sponsor need not be involved in every phase of planning, developing and implementing a CME activity, they must be involved periodically to confirm that the CME Essentials are being met.
4. If commercial support is involved, the non-accrediting sponsor may handle all the financial details with approval from the accrediting sponsor. All details and documentation of commercial support must be made available to the accrediting sponsor.
5. The non-accrediting sponsor will be responsible for obtaining speakers, vitaes, course objectives and outline and letters of disclosure and support. Representatives of Education may serve as a resource in obtaining this documentation. Where applicable, this documentation is necessary to present to the Medical Education committee for CME approval. The non-accrediting sponsor shall provide copies of this documentation for the accrediting sponsor's files.
6. Representatives from the Education department will present the joint sponsorship requests to the CME committee. A member of the non-accredited sponsor will be required to attend the committee meeting when the request is made.
7. Complete documentation of the activity including financial information, evaluation summaries, CME slips, etc., must be made available to the accrediting sponsor.
8. Effective April 1, 2004, non-accredited sponsors requesting CME credits will be assessed fifty dollars per credit hour as granted by the accredited sponsor.
9. Effective April 1, 2004, Mobile Infirmery Medical Center will limit approval of jointly sponsored activities to a maximum of **three** per year.
10. All requests for joint sponsorships must be presented to the Medical Education Committee of Mobile Infirmery Medical Center for consideration. Approval for jointly sponsored CME **cannot** be made by telephone polls to Medical Education Committee members.

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