

CME COURSE DIRECTOR GUIDELINES AND RESPONSIBILITIES

JOINTLY-PROVIDED ACTIVITIES

OFFICE OF CONTINUING EDUCATION

CME COURSE DIRECTOR GUIDELINES AND RESPONSIBILITIES

The mission of the Continuing Education program at UT Southwestern is to promote the continued professional development of physicians to deliver the safest, highest quality, and most effective patient care. The program fulfills this mission by conducting appropriate assessments of learner needs and developing effective strategies to enhance physician performance.

While the ultimate adherence to the guiding principles rests with the sponsoring institution, you as the course director of the CME activity, take responsibility for the content, quality and scientific integrity of the CME activity.

Course Director Compliance Responsibilities include:

- Identifying the educational need and gap analysis to be addressed.
- Developing clear educational objectives based upon the identified gap.
- Selecting activity title, target audience and purpose.
- Selecting and confirming faculty for the event so that individually or collectively they provide current, objective, scientifically rigorous and expert coverage of the subject(s) at hand.
- Developing appropriate activity agenda tied to the educational objectives.
- Assuring balance in the content of the activity to reflect all legitimate perspectives on an issue, therapeutic approach, or use of a medical device.
- Participating in the mitigation and/or content review process of reported financial relationships with ineligible companies for all persons in control of activity content, prior to the activity date.
- Abiding by ACCME, and other applicable guidelines & regulations of the sponsoring institution.

For Jointly-Provided Activities, please note:

- The ACCME defines joint providership as the providership of a CME activity by one or more accredited and one or more non-accredited organizations.
- The Accredited Provider (UT Southwestern) reserves the right to revocation of accreditation without penalty for any issues related to compliance with the accreditation standards.
- The Accredited provider (UT Southwestern) is explicitly prohibited from collaborating with ineligible companies on jointly provided CME activities by ACCME's Eligibility requirements.
- The Accredited provider (UT Southwestern) will provide the appropriate Accreditation / designation statements to the Joint Provider for use on all marketing materials.
 - Accreditation of the proposed CME activity cannot be advertised prior to Accredited Provider (UT Southwestern) approval.
 - All promotional materials (brochures, advertisements, preliminary and final programs) must be reviewed and approved by Accredited Provider (UT Southwestern) prior to being printed and/or distributed.
- The Joint Provider will adhere to all ACCME policies related to commercial support.

Core Service Fees (and selected Additional Service Options) associated with the accreditation of activities cannot be negotiated, as UT Southwestern requires the Office of Continuing Education to recoup all such costs from entities requesting its services. These costs are outlined in the attached fee schedule.

Financial Responsibility:

CME-certified program fees include the following fees

CORE SERVICE FEES – All programs incur the following basic fees, based on the number of credit hours and/or audience size:

- *Certification Fees
- Electronic Data Management (and Online Integration if applicable)

ADDITIONAL SERVICE OPTIONS- (Please see Additional Service Options Table for further details)

__ (initials) I acknowledge the 'Financial Responsibility' terms outlined above and agree to the service fee amount(s) per the attached fee schedule.

__ (initials) I acknowledge and agree to pay the invoiced amount within 30 days of invoice receipt following the close of the activity.

I understand my responsibilities as a Joint-provider and as course director for this program.

Course Director <i>(Please Print)</i>		Signature		Date	
Organization Name <i>(Please Print)</i>					
Co-Course Director <i>(Please Print)</i>		Signature		Date	
Organization Name <i>(Please Print)</i>					

Office of Continuing Education
Administrative Fees for CME Activities
(Effective for Activities on or after Sept. 1, 2022)

CORE SERVICE PACKAGES

Package 1	
Live Activity-Certification Only (In-person or virtual)	
Price Range: \$5000 - \$8500	
CERTIFICATION FEE	
5+ credit hours	\$5,000.00
2-4 credit hours	\$4,000.00
Less than 2 credit hours	\$3,000.00
PLUS	
ELECTRONIC DATA FEE	
Up to 25 registrants	\$2,000.00
25-100 registrants	\$2,500.00
100-250 registrants	\$3,000.00
Over 250 registrants	\$3,500.00

Package 2	
Regularly Scheduled Series (RSS)	
Price Range: \$3250 - \$4750* *Invoiced Annually	
CERTIFICATION FEE (Frequency-based)	
Monthly (2-12 times/yr.)	\$1750.00
Weekly (13-52 times/yr.)	\$2,250.00
PLUS	
ELECTRONIC DATA FEE (Avg per session)	
Small RSS (25 attendees or less)	\$1,500
Large RSS (25 attendees or more)	\$2,000

Package 3	
Enduring Material/On-Demand (Original Content)	
Price Range: \$3500 - \$6750	
CERTIFICATION FEE (Conference-style)	
5+ credit hours	\$5,000.00
2-4 credit hours	\$4,000.00
Less than 2 credit hours	\$3,000.00
OR	
CERTIFICATION FEE (RSS)	
Monthly (2-12 times/yr.)	\$1750.00
Weekly (13-52 times/yr.)	\$2,250.00
PLUS	
ELECTRONIC DATA FEE	
No Min or Max Registrants	\$1,500.00
PLUS	
ONLINE INTEGRATION	\$250.00

Package 4	
Enduring Material/On-Demand* (Repurposed/Previously Certified Content)	
Price: \$1750	
ELECTRONIC DATA FEE	
No Min or Max Registrants	\$1,500.00
PLUS	
ONLINE INTEGRATION	\$250.00

*Includes one-time live activities or RSS

Live Activity: A course that is planned as an individual event and designated for credit as a single activity. *(Examples: annual meeting, conference, seminar, live streamed lectures, etc.)*

Enduring Material/On-Demand: An enduring material is a printed, recorded, or computer-presented activity that endures over a specified time and the participant determines whether and when to complete the activity. *(Examples: Recorded lectures viewable online at a later time and followed by an assessment.)*

Regularly Scheduled Series (RSS): A course that is planned as a series with multiple, ongoing sessions, e.g., offered weekly, monthly, or quarterly; and is primarily planned by and presented to the accredited organization's professional staff. Typically, same interval of contact hours per session (1-2 contact hours) offered for each session. *Examples: grand rounds, tumor boards, and morbidity and mortality conferences.*

CORE SERVICE FEE DESCRIPTIONS	
Service	Description
CME Certification	<p>Partner w/Activity Director and course committee to certify that the activity format, goals, and objectives are designed to meet educational needs and meet all ACCME accreditation guidelines around CME design and development.</p> <ul style="list-style-type: none"> • Ensure that CME application and required forms are completed & returned to CME office in a timely fashion • Develop and/or review all promotional material for activity • Develop/Manage ACCME File and maintenance • Review speaker disclosure correspondence • Compile all faculty disclosures • Disclosure COI mitigation • Syllabus preparation with CME required language • Development and analyze the evaluation tool • Collect and maintain ACCME required reporting/data. • Special credit request review/approval, if applicable (Ethics, Opioids) <p>NOTE: If accepting funds to defray costs of CME from medical device or pharma, Office of CME must manage all medical education grant for ACCME Compliance.</p>
Electronic Data Management	<p>Learner/customer:</p> <ul style="list-style-type: none"> • Support (profile set-up, evaluation completion, transcript assistance, etc) • Maintain physician (AMA) and other learner (Attendance) transcript records/access 6 years • Maintain/submit required ACCME reports • Course page set-up • Customized activity learner registration site set-up in LMS (i.e. coupon codes, tiers, special events, etc.) • Text to sign-in • Attendance and enrollment tracking
Enduring Material Online Integration	<p>Initial set up and ongoing management of online program (to include but not limited to):</p> <ul style="list-style-type: none"> • Live-stream/webinar initial set up • LMS (EthosCE) integration • Ongoing webinar customer support

ADDITIONAL SERVICE OPTIONS

Basic Marketing Review	
Review marketing materials for correct accreditation/designation statement (required)	Included in Certification Fee
Online Registration/Payment Services Fee	\$500
Credit Card Processing Fees (3.25% of total collected)	<i>Pass-through cost to customer</i>
Faculty Management (Collect CME disclosures in Ethos and manage financial mitigation process)	
Less than 25 Course Faculty Members	Included
Between 25-100 Course Faculty Members	\$500
More than 100 Course Faculty Members	\$750
Complete Educational Grant application(s)	\$100/each
Grant Management	15% of total grant award(s)
Manage Letters of Agreement (LOAs)	Included
Assure grantor terms fulfilled (budgets, attestations)	
Manage financial reconciliation with grantors	
Medical Specialty Application Fee	\$500/each
Continuing Certification (Formerly MOC)	\$500
Verify physician specialty board criteria	Included
Develop method/tool for meeting criteria, in collaboration with Course Director	
Collect diplomate board required I.D./permission	
Verify diplomate completion of criteria	
Submit board-specified documents by required deadline via ACCME portal	