

OFFICE OF CONTINUING MEDICAL EDUCATION
STANDARDS REGARDING PROMOTION OF JOINTLY SPONSORED PROGRAMS

All promotional material must be reviewed & approved by the CME prior to printing.
Approval will be based on the following criteria:

1) *On the Cover of the Mailing Piece:*

Declaration of Joint Sponsorship must be printed exactly as follows:

Jointly Sponsored by the University of Massachusetts Medical School Office of Continuing Medical Education and [insert name of non-accredited provider].

2) *Inside the Mailing Piece (5 essential statements):*

a. Statement of Disclosure, exactly as follows:

Disclosure

It is the policy of the University of Massachusetts Medical School to ensure fair balance, independence, objectivity and scientific rigor in all activities. All faculty participating in CME activities sponsored by the University of Massachusetts Medical School are required to present evidence-based data, identify and reference off-label product use and disclose all relevant financial relationships with those supporting the activity or others whose products or services are discussed. Faculty disclosure will be provided in the activity materials.

b. Designation of Credit, exactly as follows:

Continuing Education Credit

Physicians:

This activity has been planned and implemented in accordance with the Essentials Areas and policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of the University of Massachusetts Medical School (UMMS) and [name of non-accredited provider]. The University of Massachusetts Medical School is accredited by the ACCME to provide continuing medical education for physicians.

The UMMS designates this continuing medical education activity for a maximum of [insert number of approved hours] AMA PRA Category 1 credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

☛NOTE: The phrase *AMA PRA Category 1 Credit(s)™* must be written in *italics* and contain the trademark™ symbol.

Nurses:

This offering meets the requirements for [insert number of approved hours] contact hours for nurses as specified by the Massachusetts Board of Registration in nursing (244-CMR 5.04). Each nurse should claim only those hours of credit that he/she actually spent in the educational activity.

- c. Paragraph of program content, including needs assessment and target audience.
- d. Objectives specific to physician learning, usually--but not necessarily--preceded by:

At the conclusion of the program, the participant should be able to:

- e. When applicable, acknowledgement of commercial support as an "unrestricted educational grant" and only as such. For example:

Partially funded by an unrestricted educational grant from [insert company name].

3) *Provider Requirements for Activity Announcements*

- a. ***Activity Announcements*** - Activity announcements describe all materials (such as brochures), in both print and electronic formats, that are designed to build awareness of the activity among the target physician audience. These should feature an activity's educational content, with advertising for unrelated amenities playing a secondary role. **Any announcement, if it references the maximum number of credits for which UMMS OCE has designated the activity, must clearly include the complete Designation Statement.**
- b. ***"Save the Date" Announcements*** - A "save the date" announcement (such as a card mailer with limited space) may indicate that AMA PRA Category 1 Credit will be provided without stating an exact amount, but only if the UMMS OCE has already certified the activity for AMA PRA Category 1 Credit. This announcement may read, "This activity has been approved for AMA PRA Category 1 Credit."

Important!:

Providers may never publish or announce that "AMA PRA credit has been applied for."

4) *Other Designations (add under "Designation of Credit" with continuing education credit) can be used as applicable, however, additional application fees will apply and must be approved prior to printing :*

- a. ***Social Workers (National Association of Social Workers)***

Programs approved by NASW may display the following information on their promotional material:

"This program is approved by the National Association of Social Workers (provider # _____) for _____ continuing education contact hours."

If approval has not yet been obtained, the following text may be printed:

Application has been made to the NASW for ___ Category 1 continuing education hours. To obtain verification of approval, call the sponsor at (508) 856-1671.

- b. ***Licensed Mental Health Counselors (Massachusetts Association of Mental Health Counselors)***

Providers may print information about CE credits on brochures *only after* an authorization number has been issued. The appropriate wording is:

This program has been certified by MMCEP and is approved as a Continuing Education course or activity for Licensed Mental Health Counselors. The certification number is _____.

If an MMCEP authorization number has not been secured at the time of printing, the brochure or outreach vehicle should advise registrants that an application has been submitted and how to contact our office and/or other sponsors by telephone and/or mail to find out if an authorization number has been issued.

For example,

Application has been made to the MMCEP for approval as a continuing education activity. To obtain verification of approval, call the sponsor at (508) 856-1671.

c. *Psychiatrists (Department of Psychiatry, University of Massachusetts Medical School)*

- 1) In noting the program sponsors the department must be listed as a sponsor, joint, or co-sponsor as follows:

Department of Psychiatry, University of Massachusetts Medical School

- 2) **In the continuing education credit information:**

The Department of Psychiatry at the University of Massachusetts Medical School is approved by the American Psychological Association to sponsor continuing education for psychologists. The University of Massachusetts Medical School maintains responsibility for the program and its content. This program is being offered for ___ continuing education credits (CE) for psychologists.

d. *Educators*

In the continuing education credit information:

The University of Massachusetts Medical School Office of Continuing Education is an approved sponsor of professional development for educators. This offering carries a maximum of ___ Professional Development Points (PDP's).

e. *Others*

In the continuing education credit information:

Other professionals will be eligible for ___ continuing education hours from the University of Massachusetts Medical School.

Please contact the Office of Continuing Medical Education at 508-856-3041 or Continuing.Education@UMassMed.Edu with any questions.