



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER,  
EL PASO

Office of Continuing Medical Education

## *Paul L. Foster School of Medicine*

### *CME Operating Policy and Procedure*

**OP: Joint and Co-Sponsorship**

**PURPOSE:** The purpose of this policy is to define and establish limits on jointly provided continuing medical education (CME) activities.

**REVIEW:** This policy will be reviewed Sept. 1 of every odd-numbered year by the director of CME. If a revision to the policy is recommended, the CME Committee will review and approve changes.

**POLICY/PROCEDURE:**

**1. Policy**

It is the policy of the Office of CME to plan and produce CME activities using the Accreditation Council for Continuing Medical Education (ACCME)'s definitions of "directly provided" and "jointly provided."

**2. Definition of Terms**

- a) A directly provided activity is one that is planned, implemented and evaluated by the accredited provider.
- b) A jointly provided activity is defined as one that is planned, implemented and evaluated by one or more accredited provider(s) and one or more non-accredited organization(s).

**3. Procedures**

- a) The responsibilities and roles of the Office of CME and joint provider(s) will be stated in a Letter of Agreement (LOA). The Office of CME has the right to withdraw from any activity if the joint provider fails to meet its obligations as described in the LOA or fails to comply with CME policies and procedures.
- b) Jointly provided activities must be consistent with the CME mission:  
<http://elpaso.ttuhscc.edu/cme/eventplanning/planninganactivity.aspx>
- c) The program coordinator for the Office of CME is responsible for oversight of activity planning and production to meet accreditation requirements.

- d) The Office of CME program coordinator and representative of the joint provider shall develop a projected budget for the CME activity.
- e) At the Office of CME program coordinator's discretion and with written authorization, the joint provider may solicit funds from industry support companies. Funds must either be received by the Office of CME or be delivered to the joint provider with the Office of CME's written agreement via an addendum to the LOA for the entire program.
- f) A commercial interest cannot take the role of non-accredited partner in a jointly provided activity.
- g) The Office of CME will charge fees for services provided in jointly provided activities according to the current fee schedule.