

This FAQ is designed to clarify the necessary documents and procedures for accredited events accredited through joint providership with Compass Healthcare Collaborative.

The information is categorized based on the mode of delivery:

- Live Events,
- Virtual Events
- Enduring Materials.

## Guidelines for Compass Review and Approval Based on Mode of Delivery

### Live Events (In-Person)

#### Q1: What documents are required for live events?

- **Application:** Submit the application for joint providership.
- **Disclosure Forms:** All planners, speakers, or anyone controlling content must submit a completed disclosure form. Compass will work with your organization to mitigate relevant financial relationships.
- **CME Disclosure Statement:** Ensure every promotional material contains the CME disclosure statement provided by Compass.

#### Q2: What should the accreditation and designation statements include?

- **Accreditation:** "This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Iowa Medical Society (IMS) through the joint providership of Compass Healthcare Collaborative and [Name of Nonaccredited Provider]. The Compass Healthcare Collaborative is accredited by the IMS to provide continuing medical education for physicians."
- **Designation:** "Compass designates this live activity for a maximum of XX AMA PRA Category 1 Credit(s)<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation."

#### Q3: How should I handle commercial support?

This activity must be developed without support from any **ineligible companies**. (An ineligible company is defined by ACCME as those whose primary business is producing, marketing, or selling healthcare products used by, for, or on patients.)

- **Q4: What disclosures need to be made for the event?**  
Compass adheres to ACCME's **Standards for Integrity and Independence in Accredited Continuing Education**. Disclosure must be made that no relevant financial relationships exist between planners, moderators, and any ineligible companies.
- Financial Disclosure, Conflict of Interest and Bias



- Anyone who is in a position to influence content (speakers, planners, reviewers, and faculty) must complete a financial disclosure form.

To assist with this process, Compass will review a potential joint provider's financial disclosure and conflict of interest policies. It is important for all activities to have a method to eliminate commercial bias. Bias is an undue influence promoting the proprietary interests of an [Ineligible Company](#).

The following ACCME criteria govern the influence of industry, and speakers, on educational content, as detailed in the [ACCME Standards for Integrity and Independence](#).

**Q: When do relationships create "conflicts of interest? (COI)"**

A: The ACCME considers financial relationships to create actual conflicts of interest in CME when individuals have both a financial relationship with an commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest.

If, upon review by activity planners or reviewers, a conflict of interest is thought to exist, a Conflict of Interest Resolution and Management form will need to be completed. This form documents how the COI was discovered, and what methods were used to achieve resolution.

- **Commercial Bias:** An undue influence promoting the proprietary interests of an Ineligible company
- **Ineligible Company:** [From the ACCME] those companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients (Revised August 2007) The ACCME does not consider providers of clinical service directly to patients to be commercial interests.
- **Conflict of Interest (COI):** The ACCME considers financial relationships to create actual conflicts of interest in CME when individuals have both a financial relationship with an ineligible company and the opportunity to affect the content of CME about the products or services of that ineligible company.
- **Financial Disclosure (FD):** The process of providing public access to financial information
- **Standards for Integrity and Independence:** 1) [Standards for Integrity and Independence](#) 2) Standards to ensure the independence of CME activities from ineligible companies.

**Q5: What templates does Compass provide for live events?**

- **Sign-in Sheet Template** (for live in-person events)
- **Required Registration Questions**
- **Post Event Attendance Report Template**



- **Budget/Expense Template**
- **Evaluation Template** (if Compass is not creating the evaluation)
- **CME Certificate Template**
- **CME Disclosure/Welcome Slide Template**

**Q6: What materials require Compass review and approval?**

- Promotional materials (before dissemination)
- Speaker PowerPoint presentations (before the event)
- Resource Materials
- Enduring materials (if applicable, prior to being posted on LMS)

**Virtual Events (Live Webinars)**

**Q1: What specific documentation is required for virtual events?**

- **Application:** Submit the joint providership application.
- **Disclosure Forms:** Disclosure forms must be completed by all planners and speakers, similar to live in-person events.
- **CME Disclosure Statement:** The statement should be included in all promotional materials.

**Q2: Are there any differences in the accreditation and designation requirements?**

No. The same accreditation and designation language applies for live in-person events.

**Q3: What additional materials are provided by Compass for virtual events?**

- **Required Registration Questions** tailored for virtual attendees.
- **Post Event Attendance Report Template.**

**Q4: How should I handle the sign-in process for virtual events?**

Instead of a physical sign-in sheet, a digital registration process should be utilized, with **required registration questions** provided by Compass.

**Q5: What elements require Compass review for virtual events?**

- Promotional materials
- Presentation slides
- Resource Materials
- Enduring material (if any)

**Enduring Materials (On-Demand Content)**

**Q1: What additional steps are required for enduring materials?**



- **Application:** As with live and virtual events, an application must be submitted.
- **Disclosure Forms:** Forms must be completed for anyone involved in the creation or control of content.
- **CME Disclosure Statement:** The statement must be included in the activity materials.

**Q2: What specific review and approval is needed for enduring materials?**

Before the material is posted on the Learning Management System (LMS), Compass will review and approve it. This applies to:

1. Enduring material course content
2. Promotional materials
3. Resource Materials

**Q3: Are there any templates provided for enduring materials?**

- CME Certificate Template
- Budget/Expense Template
- PIP Grid Template (if applicable)

**Q4: Do I need to include disclosures in the enduring materials?**

Yes. All enduring materials must include disclosure statements as outlined by Compass and adhere to ACCME standards.

## Detailed Guidelines for Compass Review and Approval

**Q1: What materials need to be reviewed and approved by Compass before dissemination?**

All of the following materials **must be reviewed and approved by Compass** prior to dissemination:

- **Promotional Materials:**
  - All promotional flyers, brochures, email blasts, and web content intended to advertise the event must be submitted for review.
  - Ensure that the required **CME Disclosure Statement** is prominently displayed on all materials, along with appropriate accreditation language.
  - **Review Timeline:** Submit materials at least **6 weeks** before the planned release date. Compass will provide feedback and revisions, if necessary, within **5 business days** of submission.
- **PowerPoint Presentations and Speaker Slides:**



- All presentations to be used during the event must be submitted to Compass for review.
- Ensure that the **Compass CME Disclosure/Welcome Slide Template** is included at the beginning of each presentation deck, properly customized with speaker disclosures.
- **Review Timeline:** Submit presentations for review no later than **2 weeks** prior to the event. Compass will provide feedback and approval within **3-5 business days**.
- **Disclosure Forms for Speakers and Planners:**
  - Completed disclosure forms for all planners, speakers, or anyone in control of the content must be submitted for Compass review.
  - If relevant financial relationships are disclosed, Compass will work with your organization to mitigate any potential conflicts of interest.
  - **Submission Timeline:** Disclosure forms must be submitted at least **8 weeks** prior to the event. The review process for financial disclosures may take up to **10 business days**.
- **Webinar Platform Details(if applicable):** *Very similar to live events with the consideration of platform details.*
  - Information about the webinar platform (e.g., Zoom, WebEx, etc.) must be provided to Compass, including how participants will register and log in.
  - **Required Registration Questions** provided by Compass must be included in the registration form. These questions help ensure compliance with reporting requirements.
  - **Review Timeline:** Submit webinar platform details and registration form at least **4 weeks** before the event for approval.
- **Enduring Materials (If Applicable):** *Enduring materials (e.g., recorded webinars, online courses) have unique requirements, particularly because they are available for an extended period (on-demand courses will be reviewed yearly for scientific rigor and compliance)*
  - **Full Course Review:** All enduring materials must be reviewed and approved by Compass before they are uploaded to the LMS. This includes all video recordings, supplemental resources, and assessments. **The Compass CME Disclosure/Welcome Slide must be included at the beginning of each recorded presentation.**
  - **Accreditation and Designation Statement on the LMS:** The enduring material must display the appropriate accreditation and designation statement clearly on the course description page.



- If there are any relevant financial relationships to disclose, those must be included on the course description page or introductory material (verbiage will be provided by Compass OCE).
- Enduring materials developed without commercial support must state, "This activity was developed without support from any ineligible company."
- **Review Timeline:** Submit the full course for review at least **3 weeks** before the intended launch date. Compass will provide feedback within **7 business days**. The Joint Provider must ensure that all language adheres to Compass and ACCME standards.
- **Post-Event Reports:**
  - After the virtual event, submit the **Post Event Attendance Report** and a detailed evaluation summary using the templates provided by Compass.
  - **Submission Timeline:** Submit within **2 weeks** after the event. This allows Compass to validate attendance for CME credit issuance.

## General Expectations for Review and Approval

### Q1: What are the general guidelines for submitting materials for Compass review?

1. **Timely Submission:**
  - All materials requiring review should be submitted in advance to avoid delays. Be sure to adhere to the timelines outlined in each section to ensure enough time for feedback and revisions.
2. **Clear Communication:**
  - When submitting materials, provide a clear explanation of how the documents will be used and highlight any specific areas where Compass's feedback is needed.
  - If you anticipate any significant changes to content after initial submission, communicate those changes as soon as possible.
3. **Revisions and Resubmissions:**
  - If Compass requests revisions to materials, the revised versions must be resubmitted for final approval. Compass reserves the right to review the revisions before the materials can be disseminated or the event can proceed.
4. **Adherence to ACCME Standards:**
  - All materials must adhere to **ACCME's Standards for Integrity and Independence in Accredited Continuing Education**. This includes proper handling of financial disclosures, inclusion of required accreditation and

designation language, and ensuring that the content is free from commercial bias.

## Q2: What happens if materials are not approved in time?

If materials are not submitted within the required timelines or do not meet Compass's standards after review, the event or enduring material may need to be postponed until approval is granted. No promotional materials should be disseminated, and no credits issued without Compass's explicit approval.

## Action Steps:

<b><i>In the most common order of completion – once a scope of work is established</i></b>
Client submits signed Joint Providership Contract Agreement Form, and Service Fees.
Nonaccredited Joint Provider submits Joint Providership Application (process includes planning committee disclosures**, educational design information, e.g., audience, objectives, gaps, competencies, needs assessment, etc.)
Compass OCE staff and the CME Committee reviews the Application, considers approval, and notifies JP of decision within 30 days and provides invoice for Service Fee.
Compass OCE consults with Joint Provider partner to conduct trainings with project director to ensure understanding and compliance of ACCME criteria
Joint Provider begins preliminary budget, program planning, and activity logistics.
Client submits marketing materials for review by Compass OCE PRIOR to dissemination.
Joint Provider provides Compass OCE with all faculty/presenter names and emails on provided disclosure spreadsheet and conducts COI Resolution when warranted.
Compass OCE continuously reviews disclosures and works with Client to resolve any COIs.
Joint Provider and Compass OCE agree on evaluation tool and CME certificate dissemination. Compass OCE provides evaluation and certificate template if JP owns this process.
Joint Provider submits attendee registration list to Compass OCE.
Joint Provider conducts activity.
Joint Provider submits final attendance report in format provided from Compass Template
CME certificates are disseminated based on agreed dissemination with JP
Joint Provider performs activity close-out and submits activity budget, and eval reports if JP conducted the evaluation.
Compass OCE reviews activity file for completeness and sends final invoice to joint provider.





## General CME FAQ's

### Frequently Asked Questions about Joint Providership

#### What is CME?

Continuing medical education (CME) consists of educational activities that serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. All educational activities offering CME credit must be offered through an organization accredited by the Accreditation Council for Continuing Medical Education (ACCME).

#### Why is CME important?

Quality CME can enhance a participant's knowledge base and practice skills. CME credit is mandatory in many states for medical licensure. CME participation is also increasingly used by hospitals, managed care organizations, and third-party payers, as part of the credentialing and reappointment process.

#### What is Joint Providership?

A jointly provided activity is an educational activity that meets the definition of CME, is one of the AMA-approved learning formats and is planned, implemented and evaluated by the accredited provider and a non-accredited entity, working together. The accredited provider (i.e. the activity provider) and the non-accredited education partner (i.e. the joint provider) must adhere to the ACCME Essential Area and Elements, ACCME Accreditation Policies and ACCME Standards for Integrity and Independence. The accredited provider partners with the joint provider to develop methods for documenting the planning process and accepts responsibility for ensuring the program is compliant with these guidelines.

#### If I would like to offer a jointly provided meeting with Compass how do I get started?

The first step is to review the Compass OCE Mission Statement and determine if your program meets the Compass OCE mission. If it does, complete the Joint Provider Application and return it, with the application fee, to the Compass OCE accreditation staff. The Compass OCE CME Committee will review the application and, if the activity meets the ACCME criteria and is in-line with the Compass mission, the contact you list on the application will receive a contract to be executed by both organizations.

#### Our activity has been approved for Joint Providership. What are the next steps?

Compass OCE will partner with your planners throughout the development and execution of the activity to ensure they have reviewed and understand the ACCME guidelines. The nonaccredited provider maintains control of program development, budget, logistics, marketing, revenue generation and on-site management. Compass OCE accreditation staff will participate in planning meetings (in-person or via conference call, as appropriate) and/or will request written updates from the joint





provider contact. Compass will provide helpful templates for the planning team and will review all print and electronic materials associated with the meeting. Compass OCE will determine how many *AMA PRA Category 1 Credits™* the activity is eligible for after reviewing the final educational program outline.

Compass OCE accreditation staff will be available to the planning team to answer questions and offer guidance on complying with the ACCME guidelines. Refer to the joint provider activity timeline.

### Compass OCE Joint Providership Program

As your educational partner, Compass OCE ensures an exemplary framework for you to develop and offer CME programs.

An application must be completed and submitted to the Compass OCE Education staff for all prospective CME activities. The Compass OCE CME reviews all joint providership applications. Review and approval of any application is contingent upon receipt of the required information. Please see below for a full description of the program and applications.

### CME Program Description

Compass is accredited by the Iowa Medical Society to provide continuing medical education for physicians. As required by the ACCME, all activities designated by Compass for *AMA PRA Category 1 Credit(s)™* must comply with the ACCME Accreditation Criteria, Policies, and Standards for Integrity and Independence in Accredited Continuing Education including activities planned and implemented through Joint Providership.

Any activity to be considered for Joint Providership must be aligned with both the mission of the Compass OCE and the definition of continuing medical education (CME) as specified by the ACCME. All applications for Joint Providership will be assessed based on their individual merits. The Compass OCE reserves the right to accept or deny Joint Providership of individual CME activities, at its own discretion. The Joint Provider must agree to follow all policies, procedures, and formats as set forth by Compass OCE.

### Compass Responsibilities

1. Designate activities for *AMA PRA Category 1 Credit(s)™* and collaborates with the Joint Provider to ensure that provider meets all ACCME accreditation criteria, policies, and standards.
2. Provide initial consultation information to:
  - a. Inform on the CME planning process and timeline.
  - b. Review joint provider's responsibilities.
  - c. Outline Compass OCE responsibilities.
3. Provide templates, checklists, and forms for the activity design process and ACCME documentation.



4. Review and approve Joint Providership Application, including planner disclosures, and provide ongoing consultation, as appropriate.
5. As a reminder, we do not accept commercial support and will be required to review, approve, if applicable (commercial support, monetary, or in-kind).
6. Review and approve all advance marketing materials for compliance with ACCME criteria **PRIOR to** dissemination.
7. Review disclosure grid and provide guidance on acceptable mechanisms to resolve any conflicts of interest (COI).
8. Review and approve all program materials and/or educational content for ACCME and Compass OCE criteria and policies.
9. Provide user guides to learning management system for participants.
10. Provide an online form for activity evaluation and/or provide mandatory evaluation questions.
11. Review final documentation for ACCME compliance.
12. Maintain participant roster and CME activity file documentation for six years.

#### **Nonaccredited Joint Provider Responsibilities**

1. Review all joint providership application materials, required documentation, and deadlines to comply with Compass OCE requirements.
2. Convene Planning Committee.
  - a. Collect information from all planners and others in control of the educational content about **ALL** financial relationships with ineligible companies within the prior 24 months (**using Compass Provided Disclosure Template**).
  - b. Identify professional practice gap(s) based on internal or external data sources and provide sources if requested.
  - c. Determine learners' needs (e.g., knowledge, competence, performance) that underlie the professional practice gap(s).
  - d. Analyze practice gap(s), learners' needs, and determine the desired result(s) of educational intervention (e.g., to change competence, performance, patient outcomes) to formulate educational objectives.
  - e. Identify the target audience.
  - f. Design educational content and format(s) considering desirable physician attributes and adult learning principles.
  - g. Determine if there are any barriers for learners to accept and integrate the desired changes.



- h. Identify any non-educational strategies to reinforce the educational objectives following the activity.
    - i. Determine if the activity will benefit from collaboration and cooperation with other Compass initiatives or external stakeholders.
  3. Submit Joint Providership Application.
  4. Participate in an initial information session on the CME planning process with Compass OCE, and participate in all Compass initiated planning meetings.
  5. Secure venue/facility/vendor for activity, if appropriate.
    - a. Create a preliminary budget **(Compass provided template)**.
  6. Faculty management/Confirm Faculty
    - a. Work with the Compass OCE to collect **ALL** financial relationships with ineligible companies within the prior 24 months from all faculty and others in control of the educational content.
    - b. Work with Compass to mitigate and resolve all conflicts of interest with ineligible companies **(Compass provided template)**.
  7. Develop advanced marketing materials *\*\*Compass must approve all promotional materials/agendas PRIOR to printing and/or dissemination.*
  8. Develop activity agenda and other onsite program materials.
    - a. Learners must receive ALL disclosure information before engaging with the accredited education (e.g., relevant financial relationships, faculty relationships with ineligible companies and products or services discussed, etc.) **(using Compass Provided Disclosure Template)**.
    - a. Acknowledge the absence of commercial support to the audience before the beginning of the activity.
  10. Review/edit/approve evaluation instrument-include mandatory evaluation questions provided by Compass.

*\*\*Joint Provider must provide evaluation results to Compass 6 weeks post activity.*
  11. Provide attendance registration list to the Compass OCE using **Compass attendance roster template**.

### **Conduct Education Activity**

1. Send updated activity attendance information to Compass OCE.
2. Submit final budget or reconciliation of commercial support within 40 days of activity.



3. Submit any materials provided to learners (handouts, abstracts, slide decks, etc.).  
Compass OCE will keep materials for re-accreditation purposes.
4. Other information requested to complete the activity file.