REGULARLY SCHEDULED SERIES (RSS): COMMERCIAL SUPPORT

This document has been created to assist you in preparing commercial support submissions for your RSS. It is intended to highlight the main components required by most supporters when submitting requests for funding of CME-accredited activities.

Although UC San Diego Continuing Medical Education (UC San Diego CME) is responsible for oversight of commercial support compliance and must sign all Letters of Agreement for Commercial Support, requests for support can in most cases be processed by any UC San Diego School of Medicine faculty or staff. Please note that there are certain pharmaceutical companies that you may not be able to submit directly to. In those cases, please contact us for assistance. Also, please read the detailed instructions available from each company (usually on their grant portal/website) to determine submission questions/requirements.

If your commercial support request is approved, you will need to ensure the following:

- UC San Diego School of Medicine must be identified as the accredited provider for all requests.
- A Letter of Agreement (LOA) must be issued to UC San Diego or UC San Diego School of Medicine stipulating the terms of the support.
- The LOA must be forwarded to the CME office immediately upon receipt for review and signature and prior to the start of the activity for which funding has been awarded.
- All commercial supporters must be acknowledged as supporters on your sign-in sheets or in other program materials. Please contact our office with help regarding this process and important requirement.
- Financial reconciliations as requested by grantor must be completed by deadline indicated on the LOA. A late reconciliation can jeopardize other institutional requests.
- A list of commercial support received (name of company, amount) must be submitted to the CME office along with your semi-annual reporting documentation.
- A financial report indicating how the commercial support was spent must be submitted to the CME office along with your semi-annual reporting documentation (see website for financial reporting template to use for this requirement).

Note that there are other important accreditation requirements that apply to activities that receive commercial support. Please refer to additional tools available on our website [http://cme.ucsd.edu](http://cme.ucsd.edu) or contact our office for assistance.

Alison Silvas
Accreditation Manager
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COMMONLY REQUESTED INFORMATION

Requesting Organization

Name of Requesting Organization as it appears on W-9: Regents of the University of California

Name of Requesting Organization as it appears on ACCME accreditation certificate: University of California, San Diego

CME office address: University of California, San Diego School of Medicine
Continuing Medical Education
9500 Gilman Drive, MC 0947
La Jolla, CA. 92093-0947

Web address: http://cme.ucsd.edu

Mission statement: The purpose of the CME program at the University of California, San Diego School of Medicine is to provide needs-based education for physicians and health care providers to improve knowledge, competence and performance and enable the optimum provision of health care.

Federal tax ID: 95-6006144 (501c3 non-profit)

Organization type: Academic Medical Center

Accreditation information: The UC San Diego School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. ACCME provider # is 000003.

Current accreditation period: December 1, 2016 – November 30, 2022

Accreditation status: Accreditation with Commendation

How long has the provider been ACCME-accredited? 20+ years

Does the accredited provider have a conflict of interest resolution process? Yes (see this handout).

Does the accredited provider have a firewall policy in place? No, this is unnecessary since we do not have a commercial arm.

Activity Details

Provide details about the activity you are developing and requesting funding for. Following are some of the components:

- Program title
- Activity start/end date
- Number of activities
- Type of activity
- Program location
- Number of credits offered
- Number of attendees expected
- Marketing strategy and reach
**Educational Content**

This information will constitute a large part of the request and will be scrutinized closely to ensure that the educational needs/gaps are in alignment with the funding goals of the company. Reference the accreditation application submitted to our office or the RSS Educational Planning Tool completed by your faculty/department as a starting point.

- General activity description
- Learning objectives
- Therapeutic area of interest
- Target audience
- Agenda
- Faculty information/affiliation/honoraria
- Gaps Analysis/Needs assessment
- Level of Expected Outcomes: The higher the level of outcome the greater the possibility of funding. However, you will be requested to provide documentation of these levels of outcomes so only select those that you actually plan to measure and can report on. This data will be requested during the post-activity grant reconciliation process.

The following Moore’s 7 levels of CME Outcomes are often used by companies:

- Level 1: Participation
- Level 2: Satisfaction
- Level 3A: Learning, declarative knowledge
- Level 3B: Learning, procedural knowledge
- Level 4: Competence
- Level 5: Performance
- Level 6: Patient health
- Level 7: Population health

**Other Documents and Information**

- Letter of Request on UC San Diego Letterhead
- Activity Budget
- Amount requested
- Information about you (experience, department/division/faculty expertise, etc.)
- W-9 form

**Conflict of Interest Policy (abbreviated version)**

UC San Diego CME is dedicated to ensuring balance, independence, objectivity, and scientific rigor in all CME/CE initiatives. Planning must be free of the influence or control of a commercial entity, and promote improvements or quality in healthcare. All recommendations in CME activities involving clinical medicine must be based on evidence accepted within the medical profession. All scientific research used to support patient care recommendations must conform to generally accepted standards of experimental design, data collection, and analysis.

Conflict of interest is created when individuals in a position to control the content of CME, or their spouses/partners, have a relevant personal financial relationship with a commercial interest within the past 12 months that benefits the individual in any financial amount and therefore, may bias their opinions and teachings. This may include receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research and clinical trials), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities for which remuneration is received or expected.
It is the policy of the University of California, San Diego School of Medicine (accredited provider) to ensure balance, independence, objectivity and scientific rigor. All persons involved in the selection, development and presentation of content are required to disclose any real or apparent conflicts of interest.

All conflicts of interest will be resolved prior to an educational activity being delivered to learners through one of the following mechanisms: 1) altering the financial relationship with the commercial interest; 2) altering the individual’s control over CME content about the products or services of the commercial interest; and/or, 3) validating the activity content through independent peer review. All persons are also required to disclose any discussions of off label/unapproved uses of drugs or devices. Persons who refuse or fail to disclose will be disqualified from participating in the CME activity.

Identified conflicts of interest will be disclosed to CME activity participants. Activities will be evaluated by participants and peer reviewers to determine if the content was free of commercial bias and met acceptable scientific standards.