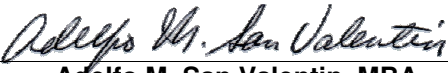





Document Title:	Policies, Procedures, and Guidelines for Joint/Cosponsorship of Educational Activities		
Effective Date:	12/10/2004	Version No.:	4
		Date of Last Revision:	2/12/2010

Document prepared by:	Approved by:
 Adelfo M. San Valentin, MBA Associate Director for CME	 Steven A. Weinman, RN Executive Director

INTRODUCTION

IMNE requires that all activities which it jointly/cosponsors comply with the guidelines put forth by the ACCME, AMA, ANCC, and ACPE and/or other appropriate entities.

IMNE reserves the right to accept or deny joint/cosponsorship of individual educational activity at its own discretion.

Definition

The ACPE defines cosponsorship as “(s)n accredited provider works with another organization for the purpose of developing a continuing pharmacy education activity.” The ACCME further defines cosponsorship as being “presented by two or more accredited providers. One accredited provider must take responsibility for the activity.”

The ACCME delineates joint sponsorship as the “(s)ponsorship of a CME activity by two institutions or organizations when only one of the institutions or organizations is accredited. The accredited provider must take responsibility for a CME activity when it is presented in cooperation with a non-accredited institution or organization and must use the appropriate accreditation statement. A commercial interest cannot take the role of non-accredited entity in a joint sponsorship relationship.”

For operational efficiencies, IMNE adopts ACCME’s definition of joint sponsorship and cosponsorship.

REQUIREMENTS FOR JOINT SPONSORSHIP

Eligibility

Accredited providers that plan and present one or more activities with non- accredited providers are engaging in “joint sponsorship.”

Organizations that are identified as commercial interests are not eligible to participate as joint sponsors. IMNE requires potential joint sponsors to complete an eligibility form before consideration of the joint sponsorship application.

Mission and Definition of CME

Applicants must request and read a copy of IMNE’s *CME Mission Statement*. Any activity to be considered for joint sponsorship must fit the **definition of CME/CE** as promulgated by the ACCME, ANCC, and ACPE, and must fall within the mission of IMNE. A statement affirming these two requirements must be submitted to IMNE as part of the application process.

Application

Applicants must obtain an Application for Joint Sponsorship from IMNE. Such application must be completed in full and returned to IMNE as early in the planning process as possible to allow for necessary changes, revisions, or input into the planning and implementation process. A minimum of six months lead-time is required. One contact person representing the applicant must be identified at the time of application.

Joint Sponsorship Letter of Agreement

Upon approval of the Application, IMNE and the Joint Sponsor will sign a *Joint Sponsorship Agreement* delineating all pertinent information and responsibilities.

Identification of IMNE

IMNE will be clearly and prominently identified on all promotional and activity materials as a joint sponsor of the activity.

IMNE Forms to be Used

Applicants may be required to use IMNE's forms (e.g. **Full Disclosure Form** and **Commercial Support Letter of Agreement**). Other forms may be required during the planning, implementation, and evaluation of the activity.

Required Statements

IMNE will communicate and approve all required statements that must appear on activity materials.

Review of Materials

IMNE must review all activity materials and reserves the right to mandate pre-dissemination changes it feels are required for compliance with appropriate regulations or for maintenance of IMNE's image. The activity may not take place (or in the case of enduring materials or journal CME/CE, may not be disseminated) until official approval is granted by IMNE in writing. IMNE will make reasonable efforts to review materials in a timely manner, but will not be responsible for delays in implementation of the activity.

Documentation

IMNE will define the nature of documents that the Joint Sponsor must provide to IMNE and the schedule for that provision.

IMNE Responsibilities

The following responsibilities are solely those of IMNE and will not be delegated to the joint sponsor:

- Negotiation and signing of the Commercial Support Agreement
- Preparation and dissemination of certificates of credit or participation (four to six weeks following receipt of the participant list)
- Maintenance of official participant records. (Applicant will also be required to maintain unofficial records for six years)
- Handling of participant grievances

Fees and Payment

Fees and payment schedule will be negotiated on an activity-by-activity basis and will be delineated in the Joint Sponsorship Agreement.

Notification

The Applicant organization will be notified in writing when its request is approved or disapproved. Promotional or activity materials may not be disseminated without IMNE approval.

REQUIREMENTS FOR COSPONSORSHIP

When educational activities are cosponsored, IMNE assumes responsibility in assuring that all aspects of planning and development meet the CME/CE criteria established by the ACCME, ANCC, and ACPE. Such aspects include:

- Objective development
- Content development
- Presenter qualifications
- Credit hour determination
- Budget is maintained
- Record keeping is adequate
- Activities are evaluated by participants