

Joint Providership

Effective date: April 2, 2018

Functional area: Continuing Medical Education (CME)

Department: Spectrum Health Office of Medical Education (OME)

1. **Purpose:** To establish a protocol for Joint Providership and Joint Providership accreditation boundaries
2. **Responsibilities:** CME personnel
Spectrum Health Hospitals is accredited by the Michigan State Medical Society to provide Continuing Medical Education (CME) for physicians. The CME Office is responsible for ensuring compliance with the ACCME Essential Areas, Elements, Criteria, Policies and Standards for Commercial Support as well as other regulations as they relate to the quality of CME.
3. **Accreditation Boundaries:**

The CME Office will service CME activities and organizations that are located within Kent County for Joint Providership programs. This includes single and regularly scheduled series (RSS) for Joint Providership activities. Spectrum Health Hospitals reserves the right to decline accreditation.
4. **Regulations:**
 - 4.1 Spectrum Health Hospitals CME Office must be involved before any major planning occurs for the CME activity. Please notify our office as soon as planning begins.
 - 4.1.1 A member of the CME Office must be a planning committee member for a Joint Providership program
 - 4.2 Completed application and information must be submitted ninety (90) days prior to the date of the event
 - 4.3 The CME Committee meets approximately every six weeks. Please contact the CME office for a list of upcoming CME Committee meetings
 - 4.4 The CME Office reserves the right to refuse to enter into a Joint Providership agreement for any reason
 - 4.5 A commercial interest cannot take the role of non-accredited partner for a joint Providership relationship
 - 4.6 Joint Providership activities must be consistent with Spectrum Health Hospitals CME Mission statement

- 4.7 An application fee will be charged for Joint Providership programs, and is due at time of application submission
 - 4.7.1 If the application is denied, application fee will be refunded minus a \$180 administration fee
- 4.8 The requestor's legal representative will receive a Joint Providership Agreement from the Spectrum Health Hospitals Legal Department
 - 4.8.1 The requestor will provide the name and contact information of the person at that company who is legally responsible for signing agreements
 - 4.8.2 Upon receiving the agreement for signing, the agreement must be signed and returned
- 4.9 **No advertising of CME credit or CME credit can be offered at the event until application is approved in full, agreement is signed by both parties and application fee is received.**
- 4.10 All education grants will be applied for through Spectrum Health Hospitals. A fee will be charged for each grant submission
- 4.11 Funds received from educational grants will be distributed by Spectrum Health Hospitals, or Spectrum Health Hospitals can designate a payee
- 4.12 Speaker honorariums and travel expenses must be reimbursed by Spectrum Health Hospitals CME Office unless Spectrum Health Hospitals designates the joint providership payee
- 4.13 Spectrum Health Hospitals is not responsible for any unpaid expenses involved with the educational activity
- 4.14 If changes are made to the educational activity after committee approval, the changes must be resubmitted for review and approval
- 4.15 In the event of a cancellation, the application fee will not be refunded