



The Chicago Medical Society

The Medical Society of Cook County

An Introduction to Joint Sponsorship with the Chicago Medical Society

The Chicago Medical Society's Continuing Medical Education Committee oversees the overall CME program of the Society. The CME Committee members are physicians with knowledge of CME principles, the Essential Areas and Policies, and the Standards for Commercial Support of the Accreditation Council for Continuing Medical Education (ACCME). Particular attention is given to appointing members from a variety of specialties and who represent those organizations that regularly jointly sponsor CME activities with CMS. ACCME is the accrediting body that empowers Chicago Medical Society (CMS) to sponsor its CME Category 1 program and educational activities.

The Committee has designated responsibility for reviewing and approving applications for joint sponsorship to its Subcommittee for Accreditation, which generally meets the last Friday of each month. The Subcommittee is charged with reviewing all applications and evaluations and determining if the educational activity has met all of the requirements. **The Subcommittee does not review incomplete applications.**

The purpose of this packet is to help you plan, execute and follow up on Category 1 CME activities that meet all of the Essential Areas and Policies and the Standards for Commercial Support put forth by the ACCME. This packet contains all the information and necessary application forms.

We encourage your organization to retain copies of all application components for your files as a permanent record. CMS will retain your application file and copies of the CME certificates for your qualified attendees for the requisite six years.

Remember, the CME process includes three parts: **planning, application, and follow up**. All components must be complete before any certificates will be issued and the **CME Subcommittee will revoke granted credit when all follow-up procedures are not followed.**

Our Mission and Goals

The mission of the Continuing Medical Education program of the Chicago Medical Society is to promote the quality of medical care provided to the people of Chicago and the surrounding areas by enhancing the knowledge and skills of their physicians.

Goals for all CME Activities

- To respond to identified educational needs of practicing physicians

- To explore new concepts in medical diagnosis, therapeutics, and rehabilitative and preventive medicine
- To review and reinforce knowledge of current standards of medical care
- To explore innovative and educational programs and techniques as a means of educating physicians.

Joint Sponsorships

To increase the Chicago Medical Society's goal of offering quality continuing medical education, the Society works with other medical organizations each year to offer a variety of programs. As an accredited sponsor, the Chicago Medical Society must accept ultimate responsibility for the content and management of each activity it sponsors. The Society works with joint sponsoring organizations in the planning stages of the educational activity to ensure compliance with Accreditation Council for Continuing Medical Education (ACCME) Essential Areas and Standards for Commercial Support and the development of a balanced program. After the activity occurs, the Society evaluates the activity, distributes CME certificates and maintains files on the educational activity for six years.

Scope of Joint Sponsorship Activities

CMS is primarily interested in jointly sponsoring educational activities in the State of Illinois. However, activities in nearby states or whose attendees will be primarily Illinois physicians, will be considered on an individual basis. Additional fees for such applications may be assessed.

The Joint Sponsorship Application Process

To enable the CME Subcommittee on Joint Sponsorships to review each application carefully, the following deadlines must be met by every organization seeking joint-sponsorship through the Chicago Medical Society.

The CME Subcommittee on Joint Sponsorships typically meets on the fourth Friday of the month. If you will be offering a program in January, February or March of any year, please contact the CMS Education Department as we often reschedule December – February meetings due to the fall and winter holidays and the Midwest Clinical Conference that takes place annually in March

Deadlines

The deadline for your activity is 60 days prior to your activity date (roughly 2 months). For example, if you are offering a program on July 17, you must submit your complete application by May 8.

The CME Subcommittee on Joint Sponsorships meets once a month and requires 60 days time to ensure compliance with ACCME guidelines.

The CME Subcommittee on Joint Sponsorships will not review incomplete or late applications. Incomplete and late applications will be returned marked “not reviewed.” A \$50.00 processing fee will be assessed for all applications we must return.

You may change the date of the activity and re-submit it for the next meeting *provided you meet the 60 day deadline.*

Definition of a complete application

A complete application is submitted at least 60 days prior to the activity date and includes the following components:

- A completed application form with activity budget.
- A needs assessment document.
- A final meeting notice.
- Letter(s) of agreement, if commercial support has been obtained.
- Speaker disclosures and Curriculum Vitae for each speaker.
- Schedule of activities (this may be listed on the meeting notice)
- Any brochures, posters, flyers and mailings that will include information about CME.
- Copy of evaluation method (i.e., the standard CMS form, the organization's form or any tests or quizzes to be administered).

Benefits of Joint Sponsorship through the Chicago Medical Society

The Chicago Medical Society offers:

- Accreditation Council for Continuing Medical Education (ACCME) accredited activities recognized by the American Medical Association (AMA) for the Physician's Recognition Award and the Illinois Department of Professional Regulation for license renewal.
- Knowledgeable staff to answer questions about ACCME guidelines, Illinois continuing medical education requirements and the AMA Physician's Recognition Award.
- Through our grant application process, organizations receive consultation on developing relevant and balanced programs, especially when commercial support is involved.
- Certificates for each physician in attendance.
- The Chicago Medical Society maintains a permanent record of all joint sponsorship activities.
- Replacement certificates in the event a physician misplaces the original.

For more information

As always, the staff members of the Education Department of the Chicago Medical Society are here to help answer your questions and help you prepare a CME activity that meets ACCME guidelines. Please feel free to contact CMS at any stage of your planning process!

Carly Colenso (your primary contact)

Education Coordinator – (312) 670-2550 ext. 340

Please call with questions about the status of your application; missing pieces; explanation of application components and questions about ACCME Essential Areas and Policies and the Standards for Commercial Support, questions about CME certificates; CME hour verification; past programs and course evaluations.

Cecilia Merino

Director of Education – (312) 670-2550 ext. 339

Please call with questions about CMS education policy and ACCME guidelines.

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