

## Joint Providership Agreement

**This document will be completed by CAMC Institute upon approval of activity**

This Letter of Agreement is between CAMC Health Education and Research Institute and the **NAME OF ORGANIZATION** regarding terms and conditions of the joint providership educational activity, **TITLE**, to be held **DATE** in **LOCATION**.

The following standards for jointly provided educational activities were developed in accordance with the CAMC Health Education and Research Institute policies as well as the Accreditation Council for Continuing Medical Education (ACCME) guidelines for joint providership programs.

1. The educational activity must be in full compliance with the Accreditation Council for Continuing Medical Education (ACCME) Essentials, Guidelines and Standards for Commercial Support. CAMC Health Education and Research Institute must ensure that those requirements are met.
2. CAMC Health Education and Research Institute must be director or co-director of the joint providership activity.
3. Objectives for the educational activity should be published in the program brochure and must state the nature and purpose of the program to allow target audience to select an educational activity that meets its needs. Expected learner outcomes and instructional format should be included as well.
4. CAMC Health Education and Research Institute must be listed on all activity announcements, advertising and on the front cover of the brochure.
5. CAMC Health Education and Research Institute CME staff must review all printed material prior to publications, including approval of CAMC Institute's name and logo in brochures, program handouts, advertisements and other promotional literature.

**# 6 & 7 below are to be used as space holders ONLY prior to ce approval and NOT to be used in any form for distribution prior to approval**

6. All printed materials must include the following statements:

### **ACCREDITATION STATEMENT**

This activity has been planned and implemented in accordance with the essentials and standards of the Accreditation Council for Continuing Medical Education through the joint providership of CAMC Health Education and Research Institute and the **NAME OF ORGANIZATION**. The CAMC Health Education and Research Institute is accredited by the ACCME to provide continuing medical education for physicians.

## CREDIT HOUR STATEMENT

**Physicians** - The CAMC Health Education and Research Institute designates this live activity for a maximum of **xx** *AMA PRA Category 1 Credit(s)*™. Physicians should only claim credit commensurate with the extent of their

**Pharmacy** - The CAMC Health Education and Research Institute is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. This knowledge based activity provides x contact hour ACPE UAN# 0554-xxxx-15-**xxx**-L04-P. CAMC Institute will report your participation in the program to



NABP CPE Monitor within 4-6 weeks for all participants who successfully complete the program. Successful completion includes registering your attendance, attending the entire session(s) and completing an evaluation form(s).

**Nurses** - The CAMC Health Education and Research Institute is an approved provider of continuing nursing education by West Virginia Nurses Association (AO-212), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. This offering has been approved for **XX** contact hours. (P015-15-17XXX) Expiration date is 2 years from the course dates)

**Social Workers**- CAMC Health Education and Research Institute is an approved provider of continuing education by the West Virginia Board of Social Work Examiners. This program has been approved for a total of **xx** hours of social work credit. Approval number #49xxxx.

7. Faculty disclosure statements must be included in the course syllabus.

### DISCLOSURE:

It is the policy of the CAMC Health Education and Research Institute that any faculty (speaker) who make a presentation at a program designated for AMA Physician's Recognition Award (PRA) Category I or II credit must disclose any financial interest or other relationship (i.e. grants, research support, consultant, honoraria) that faculty member has with the manufactures(s) of any commercial products(s) that may be discussed in the educational presentation.

Program Planning Committee Members must also disclose any financial interest or relationship with commercial industry that may influence their participation in this conference. All faculty and planning committee member's disclosure information, if any, will be available onsite and disclosed from the podium.

8. CAMC Health Education and Research and joint provider will determine administrative responsibility of each organization, including:
  - a. Registration process
  - b. Preparation of materials (e.g. handouts)
  - c. Activity staffing
  - d. Budget management
  - e. Conference facility arrangements

- f. Planning committee disclosure (*provided by CAMC Institute*)
  - g. Faculty disclosure (*provided by CAMC Institute*)
  - h. It is understood that CAMC Institute, Division of Education will manage all educational grants and commercial support sources for the program according to ACCME guidelines and standards for commercial support.
9. CAMC Health Education and Research Institute will distribute brochures to those requesting information. We ask that you supply us with **25** brochures for that purpose as well as for the Division of Continuing Education activity file.
  10. CAMC Health Education and Research Institute requires a final list of all attendee and faculty, including full mailing and email addresses and professional degrees, within 30 days post conference. This should be sent to the CAMC Institute, Division of Education at the conclusion of the education activity.
  11. An evaluation summary should be forwarded to CAMC Health Education and Research Institute following the activity, within 30 days post conference. The evaluation must indicate whether the activity's objectives and needs were met.
  12. If CAMC Health Education and Research Institute does not control the activity's account, a detailed report must be given to CAMC Institute, Division of Education at the conclusion, no more than 30 days post conference, for the activity file.
  13. After the educational event CAMC Institute will invoice the joint provider for program fees.

CAMC Health Education and Research Institute reserves the right to withdraw approved continuing education credits if there is not compliance with the fore mentioned standards.

I have read this document and agree to the requirements by CAMC Health Education and Research Institute joint providership agreement.

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Education Specialist	Date
CAMC Health Education of Research Institute Representative	

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Joint Provider Representative	Date
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Robin C. Rector, MA	Date
Corporate Director – Division of Education	
CAMC Health Education of Research Institute	

Rev 6/15