

Children's Hospital of The King's Daughters assumes responsibility for all educational activities it jointly sponsors with organizations not accredited as a provider of continuing medical education by the ACCME or the Medical Society of Virginia.

Criteria for Joint Sponsorship

1. The non-accredited institution should have as its primary interest the dissemination of health care information or the findings of medical research in the area of pediatrics.
2. The non-accredited institution agrees to follow all procedures outlined by CHKD.
3. The course director is to be an active member of CHKD staff and also have an affiliation with the non-accredited institution.
4. The planning request should be received at least 6 months prior to the scheduled activity. Timing of the activity should not be in conflict with other activities sponsored by CHKD.
5. A course coordinator from the non-accredited institution is to be designated to manage the administrative and educational details as will be a representative from CHKD.
6. All aspects of commercial support are to be disclosed in the planning prior to approval of the activity.
7. Program costs are the responsibility of the sponsored organization, unless otherwise negotiated.

Policy

1. Jointly sponsored activities shall be consistent with the CHKD CME mission statement.
2. CHKD, through its CME committee, shall participate in the planning and implementation of these activities.
3. A CHKD application and other planning forms are to be completed and submitted as part of the activity file. All CHKD CME policies shall be followed.
4. All promotional material shall be submitted for approval to the CHKD CME office before it is distributed. The CHKD logo and/or name shall appear on the promotional materials, programs, syllabi, and other printed materials of the jointly sponsored CME activities. The approved CME credit and accreditation statements are to be included on all promotional materials. If logos of both organizations are used, each should have equal prominence.
5. Commercial support documents, full disclosure forms and cost accounting data are to be submitted as per CHKD CME policy.
6. All follow-up materials are to be submitted within 30 days after completion of the activity.
7. Non-compliance with CHKD CME policies may result in withdrawal of credit.
8. Evidence of a proposed neutral budget, with a signed financial liability agreement is to be completed before expenses are incurred.