

TITLE	EEH ACME PROGRAM: SELECTION AND RESPONSIBILITIES OF SPEAKER(S), MODERATOR(S), AND OTHER INDIVIDUALS INVOLVED IN ACCREDITED CME ACTIVITIES POLICY
PURPOSE	<ol style="list-style-type: none">1) To set forth the policy for selecting speaker(s) and other individuals involved in activities accredited by Edward-Elmhurst Health's Accredited Continuing Medical Education Program ("ACME Program").2) To set the policy for the responsibilities for speaker(s) who present to EEH's accredited CME program learners.3) To comply with the ACCME Standards for Conflict of Interest, and Edward-Elmhurst Health's initiatives on diversity, equity, and inclusion.
APPLICABILITY	Edward-Elmhurst Health
POLICY STATEMENT(S)	The Edward-Elmhurst Health Accredited CME Program shall only provide and award continuing medical education credit for educational activities that: (i) follow the procedures outlined in this policy; and (ii) are approved by the Program & Education Committee; and/or the Chair of the Program & Education Committee; and/or the majority members of the Program & Education Committee. Any activity that fails to comply with the approved standards will be suspended from receiving <i>AMA PRA Category 1 Credit™</i> and held to corrective action. If no corrective action is taken, credit is suspended indefinitely, and the activity planner(s) is not permitted to apply for <i>AMA PRA Category 1 Credit™</i> in the future.
DEI STATEMENT(S)	Edward-Elmhurst Health as an institution, and the Accredited CME Program as its supporter, is fighting systemic racism, institutionalized biases, and healthcare inequities. To build a more diverse healthcare community and reduce disparities and injustices in the medical profession, the ACME Program asks that speaker(s), content authors, planners, and others involved in Accredited CME activities are representative of all races, ethnicities, genders, gender identities, sexual orientations, generations, backgrounds. Additionally, the material should be carefully reviewed to reflect linguistically appropriate content, narratives developed with an equitable lens and key terms and concepts used in the context of health equity. When appropriate, conversations on how health equity and DEI+J impact the educational topic should be included.
DEFINITION(S)	<ul style="list-style-type: none">• Accredited CME Activity: An activity accredited by the Edward-Elmhurst Health ACME Department (8681) designated for a specified amount of <i>AMA PRA Category 1 Credit™</i>.• Planner(s): An individual or group of individuals involved in the planning process and implementation, facilitation, or moderation of an accredited CME activity.• Speaker(s): An individual or group of individuals presenting, speaking, or delivering content at an accredited CME Activity.

**PROCEDURES FOR
ORGANIZERS OF ACME**

- I. When selecting speaker(s)/presenter(s), planner(s), and other role(s) for Accredited CME activities, all parties involved must, to the best of their ability, focus on creating a diverse, equitable, and inclusive panel. This should include representation from various races, ethnicities, genders/gender identities, sexual orientations, diverse backgrounds, and multi-generations as speaker(s), planner(s), content authors, and any other role(s) required for the accredited CME activity.
- II. When selecting topics, speaker(s), planner(s) and forming plans to create accredited educational activities, activities should embed racial justice and health equity within the healthcare topic.
- III. The activity should address all determinants of health and root cause inequities. It should address knowledge of public health and structural/social drivers of health and inequities related to the topic so physicians and health systems can address structural racism and intersecting systems of oppression.
- IV. The activity should, to the best of its ability, address ways to improve services, technology, partnership and/or payment models that advance public health and health equity.
- V. The speaker(s), planner(s), and other individuals involved in the accredited CME activity should build alliances and share power with historically marginalized and minoritized physicians, patients, presenters, planners, and other stakeholders involved in the topic.

**PROCEDURES FOR
SPEAKER(S), PLANNER(S),
& OTHER INDIVIDUALS
INVOLVED IN ACME**

- I. All speaker(s), planner(s), and other individuals involved in accredited CME activities must complete a disclosure form prior to any activity regardless of the activity type. Any individual refusing to disclose relevant financial relationships with ineligible companies are automatically disqualified from any involvement in an accredited CME activity.
- II. Speaker(s) must not have any financial interest of any kind with an ineligible company relevant to the activity. Speaker(s) that have financial relationships with other companies (not related to the activity) must disclose those relationships using the online disclosure form. Examples of ineligible companies can be found [here](#)
- III. Speaker(s) must submit a CV/Bio, photo, and presentation material prior to the accredited CME activity date. All presentations are reviewed by the ACME Department for content validity, potential bias, and other requirements. All scientific research referred to, reported in, or used in accredited CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, and analysis. An important part of validity is the scientific integrity of the data from which the conclusions are drawn, and the clinical recommendations crafted. Guidelines are as follows:

- Clinical care recommendations must be based on evidence that is accepted within the profession of medicine as adequate justification for their use.
 - All the recommendations involving clinical medicine in an accredited CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
 - A recommendation on clinical care must be more than firmly held beliefs or hopes for efficacy.
 - Data or information accepted within the profession of medicine must support the recommendation.
 - The conclusions drawn from the data must be those that would be reasonably drawn from those data.
- IV. If unapproved (unlabeled) uses are discussed during the accredited CME activity, the speaker(s) must disclose that the product is not approved in the United States for use within the discussion.
- V. The speaker(s) must disclose any limitations on the information that is presented, such as data that represent ongoing research, interim analysis, preliminary data, or unsupported opinion.
- VI. The speaker(s) agrees that the accredited CME activity is for scientific or educational purposes. Any discussion of a company's products must be objective, balanced, and scientifically rigorous. During the accredited CME presentation, the speaker(s) must open the floor for scientific debate or questioning.
- VII. Speaker(s) must follow the policy for DEI+J in education and best practices for utilizing education to support health equity. Best practice guidelines can be found through the American Medical Association [here](#).

CROSS REFERENCE(S)

- Development and Implementation of Accredited Continuing Medical Education Activities

REVISED: 01/18/21, 08/31/22

Approved By: Program & Education Committee, 1/18/21, **09/08/22**