

CENTER FOR CONTINUOUS PROFESSIONAL DEVELOPMENT (CCPD) / CME PRESENTATION REQUIREMENTS

Please note, your slides may be requested by the CCPD/CME Office for their own staff physician review. If requested, your slides must be submitted **no later than 10 business days prior** to the activity. Failing to mitigate potential conflicts of interest **7 business days prior to the activity** will result in adjustments to the activity CME credits. *All deadlines are subject to change depending on the scope of the activity and the University of Cincinnati holiday closures.*

If you have any questions, please contact your CCPD/CME associate.

ENSURING VALID CONTENT [ACCME STANDARD 1]

- All recommendations for patient care in accredited continuing education must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
- All scientific research referred to, reported, or used in accredited education in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation.
- Although accredited continuing education is an appropriate place to discuss, debate, and explore new and evolving topics, these areas need to be clearly identified as such within the program and individual presentations. It is the responsibility of accredited providers to facilitate engagement with these topics without advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning.
- Content cannot be included in accredited education if it advocates for unscientific approaches to diagnosis or therapy, or if the education promotes recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients.

OFF-LABEL/INVESTIGATIONAL USE

- Presenter is required to inform the audience when off-label or unapproved uses of drugs or devices are being discussed. Devices or drugs that are still undergoing clinical trials will be identified as such and will not be portrayed as standard, accepted therapy.

PATIENT PRIVACY (HIPAA)

- Presenters must strictly protect patient privacy by never disclosing names or other unique identifiers of patients in any syllabus materials, audio/visual aids, or presentations.
- If presenter includes any individually identifiable patient information (including name, disease state/diagnosis, images, video clip) in their presentation, accordingly, presenter **must** secure or have in place a valid authorization signed by the patient or the patient's personal representative who is the subject of the protected health information and must have the authorization on file.

SLIDE REQUIREMENTS

- Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education. [ACCME Standard 2]
- Educational materials that are part of accredited education (such as slides, abstracts, handouts, evaluation mechanisms, or disclosure information) must not contain any marketing produced by or for an ineligible company, including corporate or product logos, trade names, or product group messages. [ACCME Standard 5].
- Presenters must use generic product names and names of several available products for treatment and therapy on all handouts and slides unless there is only one FDA approved drug for this use and that fact must be stated. If the presenter uses trade names in parenthesis following the generic, they *must* mention multiple drugs/devices in the same class.

SLIDE REQUIREMENTS CHECKLIST

- ☐ Title Slide: Speaker, degree, and organization
- ☐ Disclosure Slide: Company *and* nature of the relationship
- ☐ Disclosure Slide: Off-label or unapproved uses
- ☐ Objective Slide: *Not required; however, recommended*
- ☐ Citations: Slides must be properly cited