

This Letter of Agreement, entered into this _____ day of _____, 200____ by and among SUNY Downstate Medical Center acting for and on behalf of the Educational Partner named below (if applicable); and the Commercial Interest named below, witnesses the following:

Date of Activity: _____

Location of Activity _____

Commercial Company name: _____

Support Amount: _____

GRANT MADE PAYABLE TO: ☐ OCME ☐ Downstate Clinical Department ☐ Educational Partner

GENERAL CONDITIONS (BASED ON ACCME STANDARDS)

STANDARD 1: Independence

1.1 A CME provider must ensure that the following decisions were made free of the control of a commercial interest. The ACCME defines a "commercial interest" as any proprietary entity producing health care goods or services, with the exemption of non-profit or government organizations and non-health care related companies. (a) Identification of CME needs; the Commercial Interest may not be the agent providing the CME activity to the learners.

STANDARD 3: Appropriate Use of Commercial Support

3.1 The provider must make all decisions regarding the disposition and disbursement of commercial support.

3.2 A provider cannot be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from education matters, including content, from a commercial interest as conditions of commercial interest as conditions of contributing funds or services contributing funds or services. **3.3** All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider. **3.8** The provider, the joint sponsor, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures. **3.9** No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.

STANDARD 4: Appropriate Management of Associated Commercial Promotion

4.1 Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities. **4.2** Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME.

4.3 Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message. **4.4** Print or electronic information distributed about the non-CME elements of a CME activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product promotion content descriptions, may include product promotion material or product-specific advertisement material or product-specific advertisement. **4.5** A provider cannot use a commercial interest as the agent providing a CME activity to learners, e.g., distribution of self-study CME activities or arranging for electronic access to CME activities.

STANDARD 5. Content and Format without Commercial Bias

5.1 The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest. **5.2** Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.

STANDARD 6. Disclosures Relevant to Potential Commercial Bias/Relevant financial relationships of those with control over CME content

6.1 An individual must disclose to learners any relevant financial relationship(s), to include the following information: The name of the individual; The name of the commercial interest(s); The nature of the relationship the person has with each commercial interest. **6.2** For an individual with no relevant financial relationship(s) the learners must be informed that no relevant financial relationship(s) exist. **6.3** The source of all support from commercial interests must be disclosed to learners. When commercial support is 'in-kind' the nature of the support must be disclosed to learners. **6.4** 'Disclosure' must never include the use

of a trade name or a product-group message. 6.5 A provider must disclose the above information to learners prior to the beginning of the educational activity.

The Commercial Supporter agrees to abide by all requirements of the *ACCME Standards for Commercial Support of Continuing Medical Education*.

The Accredited Provider agrees to:

abide by all requirements of the *ACCME Standards for Commercial Support of Continuing Medical Education*; acknowledge educational support from the commercial company in program brochures, syllabi and other program materials; and upon request, furnish the commercial supporter with a report concerning the expenditure of funds provided.

Accredited Provider: **SUNY Downstate Medical Center** **Tax ID Number :14-1368361**

Contact Person _____

E-mail Address _____

Phone Number & Fax Number _____

Educational Partner (Facility/Dept.):

Contact Person _____

E-mail Address _____

Phone Number & Fax Number _____

Commercial Interest:

Contact person _____

E-mail Address _____

Phone Number & Fax Number _____

AGREED:

Accredited Provider

Educational Partner (if applicable)

Signature/Date

Edeline Mitton, MEd, CPP

Director, OCME

Signature /Date

Print Name _____

Title _____

Commercial Interest

Signature/Date

Print Name /Title_____