



JOINT SPONSORSHIP POLICY

Jointly sponsored activities are those sponsored with a non-accredited organization, society or institution. As with any continuing medical education activity, to meet its obligation as an organization accredited by the ACCME, Johns Hopkins University School of Medicine holds the activities it jointly sponsors to the same standards relating to the direct sponsorship by Johns Hopkins. The following conditions must be met in a joint sponsorship with Johns Hopkins:

- The proposed activity must be consistent with Johns Hopkins University School of Medicine, Office of Continuing Medical Education (OCME) mission statement.
- A member of the Johns Hopkins faculty must serve as one of the course directors of the activity, and the course director's department chairperson must authorize the activity.
- Johns Hopkins University School of Medicine must be involved in the planning and development of any jointly sponsored activity it designates for credit. A representative of OCME must review and approve the needs assessment process, the learning objectives, design of the educational activity, final faculty selection and evaluation methodology.
- Jointly sponsored activities must comply with the ACCME Essential Areas and Policies. Any commercial funds solicited on behalf of the activity must be received by Johns Hopkins OCME or must be authorized in writing to be delivered to the joint sponsor who shall provide full budgets and updates to OCME. The non-accredited sponsor may solicit commercial funds with the direction of OCME, but may not make any representations or commitments to funding sources as to content, choice of speakers, or anything else not allowed by the Essential Areas and Policies of the ACCME. All commercial supporters must sign a Third Party Letter of Agreement (LOA), either the Johns Hopkins LOA or the company's LOA. The commercial supporter will be acknowledged in the activity's materials once the signed LOA has been fully executed. The Johns Hopkins activity director and all speakers of the activity will be required to complete and return to OCME a Disclosure of Relationship Form.

- Johns Hopkins OCME must review the budget periodically throughout the planning stage to ensure that adequate resources have been devoted to the development of an activity consistent with meeting the activity's objectives. Johns Hopkins OCME will withdraw from an activity if resources are inadequate for the development of a high quality activity.
- All budget items for the activity -- including, but not limited to honoraria, reimbursements, tuitions and grants -- receive the prior approval of the Office of Continuing Medical Education.
- Johns Hopkins OCME must review and approve all materials associated with the activity prior to release. Johns Hopkins University School of Medicine must be clearly recognized as a joint sponsor. The following joint sponsorship statement must appear on all materials:

This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of The Johns Hopkins University School of Medicine and (name of non-accredited provider). The Johns Hopkins University School of Medicine is accredited by the ACCME to provide continuing medical education for physicians.

- The responsibilities of the non-accredited sponsor will be clearly enumerated in the Joint Sponsorship Agreement. Johns Hopkins OCME will withdraw from any joint sponsorship if the non-accredited sponsor fails to meet its obligation in the agreement or fails to comply with this policy.
- Johns Hopkins University OCME holds its jointly sponsored activities to the same standards as activities it directly sponsors with regard to fulfillment of its CME mission, needs assessment, setting of objectives, use of systematic planning processes, evaluation, documentation, the ACCME Standards for Commercial Support and enduring materials. The Associate Dean of Continuing Medical Education at Johns Hopkins, whose decision in any dispute is final, will resolve any confusion regarding Johns Hopkins' standards.
- The joint sponsor must follow the policies, procedures and formats as set forth by Johns Hopkins OCME.
- All potential joint sponsorships will be examined on their individual merits. Although all CME activities jointly sponsored with Johns Hopkins OCME must comply with this policy, Johns Hopkins OCME reserves the right to refuse to enter into a joint sponsorship with a non-accredited organization for any reason whatsoever, regardless of that organization's willingness to comply with this policy.

- Johns Hopkins OCME will charge a fee for its services. This fee and the terms for its payment will be mutually agreed upon in the Joint Sponsorship Agreement described above.
- All future use of this activity (e.g., derivatives such as tapes, publications, computer programs, etc.) may be distributed only with the prior approval and written consent of Johns Hopkins University Office of Continuing Medical Education.
- Marketing and/or publicizing of any derivative of this jointly-sponsored activity, including direct mail, fax and/or e-mail notification, telemarketing, etc., may proceed only upon prior approval and written consent of the Johns Hopkins University Office of Continuing Medical Education.
- The activity and related events must comply with AMA's Guidelines on Gifts to Physicians from Industry, in compliance with the policies of the AMA Council on Ethical and Judicial Affairs, 8.061 and 9.011.
- The activity must comply with Johns Hopkins University Policy on Full Disclosure.