Purpose

The Policy on live courses exists to provide guidance for staff, VUMC faculty, and regional hospitals and medical facilities that obtain CME credit for courses. This includes guidance regarding the requirements for the planning and execution of live courses.

A live course, as defined by the Accreditation Council for Continuing Medical Education, is an activity that

1) A live *course* is a live activity where the learner participates in real time.
2) A live course is planned as an individual event. A live course can either be classified as an in-person event or live-streamed via an online platform. Examples of a live course could be an annual meeting, one-off conference, or seminar.
3) For events with multiple sessions, such as annual meetings, accredited providers report one activity and calculate the credit by totaling the hours of all educational sessions.
4) To calculate the total numbers of learners, accredited providers report the number of learners for the overall event.
5) If the same live course is held multiple times for different audiences (ex: ACLS trainings held in different locations), then each instance is reported as a separate activity.
6) Each live course activity should be reported for a maximum of a 12-month period. If this activity lasts longer than 12 months, it should be reported as separate activities.

VUMC holds its live courses to the same standards as other CME activities it provides regarding fulfillment of its CME mission, needs assessment, evaluation, documentation, and compliance with the ACCME Criteria, as well its policies regarding the Standards for Integrity and Independence.

Policy

- Activity applications must be received at least 120 days prior to the intended start date of the activity (if the OCPD approves we may review applications received after 120 days but there will be a rush processing fee assessed)
- All activities must have a designated Activity Director (Physician Lead) and a CME Associate (non-MD administrator)
- Live courses require an annual application
- All live courses require a final budget submission within 45 days of the activity end date
- Live courses that have external participation will be charged a CME administration fee (please see the CME administration fee policy)
- Evaluation completion is mandatory to receive credit
- Live courses with external attendees will be subject to adherence to the VUMC Non-Monetary Compensation Compliance Policy
- Joint activities with APA and/or NCPD that have been submitted for CE credits are to be managed by the appropriate staff within the Psychology or NCPD department in collaboration with the OCPD
- CME approval cannot be awarded retroactively

Compliance Administration

The CME Associate is responsible for ensuring that the following tasks are completed for each session:

- Speakers entered no later than 30 business days prior to the session start date
- If updates are required to the presentation, the updated presentation must be uploaded no later than 3 business days prior to the session start date

OCPD/CME POLICY &
PROCEDURE MANUAL

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- The final agenda is submitted no later than 45 days prior to the activity start date
- All promotional materials are submitted for review to the OCPD prior to making public
- Letter of Agreement for Commercial Support completed and signed before accepting any funding (If Applicable)
- Announcement sheets with faculty and planner disclosure information are available to participants prior to the activity
- Track receipt of grant funding, honorarium payments, and other expenses on an academic year basis

The Activity Director is responsible for ensuring that the following tasks are completed for each session:
- Is to be present during the entire live activity
- Ensure the Standards for Integrity and Independence are followed (see separate policy)
- No product-promotion or product-specific advertisements are juxtaposed with educational materials and if this occurs immediately correcting this during the live course
- The purpose/objectives of the live activity are communicated to the learners
- Will encourage all participants to complete the post-activity evaluation and encourage all participants to text in the CME code which also tracks attendance

Disclosures
- All faculty disclosures must be submitted no later than **10 business days** prior to the activity start dates to avoid interruption of activity accreditation.
- If our office requests presentations, they must be submitted **5 business days** prior to the session start date to avoid interruption of session accreditation.