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## COMMERCIAL SUPPORTED CME DEPOSIT OF COMMERCIAL CHECKS POLICY

### I. Purpose and Background

- a. The following guidelines are designed to assist conference coordinators in properly depositing checks from commercial companies that have supported their Continuing Medical Education (CME) activities at Children's Hospital Los Angeles (CHLA)
- b. The CME Department complies with Standard #5 of the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support of Continuing Medical Education – Management of Funds from Commercial Sources. According to this Standard all commercial support funds for a CME activity must be managed by the CME Department (see Exhibit 1, attached). In compliance with **STANDARD 3: Appropriate Use of Commercial Support, specifically:**

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

3.3 All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider. All commercial support received for an activity must be reviewed, approved and/or managed by the Department of Continuing Medical Education prior to acceptance and deposit.

### II. Policy

- A. Funding arrangements for CME activities will be decided by, and the responsibility of, the accredited provider. Funds from a commercial source are to be in the form of either an unrestricted Independent Medical Educational (IME) grant or exhibit support. All checks or electronic money transfers are to be made payable to the accredited provider, Children's Hospital Los Angeles, for the support of designated activity.
  1. The terms, conditions and purposes of such unrestricted independent medical educational grants must be documented by a signed Letter of Agreement (LOA) between the commercial supporter and the accredited provider.
    - a. NO portion of the IME grant may be applied as Exhibit Support for the purchase of exhibit and/or other commercial space.
  2. The terms, conditions and purposes of Exhibit Support must be documented by a signed Exhibit Agreement between the commercial supporter and the accredited provider.
- B. All support associated with a CME activity, whether in the form of an educational grant or not, must be given with the full knowledge and



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approval of the accredited provider. No other funds from a commercial source shall be paid to the director of the activity, faculty, or others involved with the supported activity.

1. **Independent Medical Education (IME) Grants:** The Departmental Activity Coordinator and/or Activity Director will obtain a Letter of Agreement (LOA) from the Commercial Company providing support. CHLA's Letter of Agreement (see Attachment A) is preferred, however, should the commercial company prefer its own Letter of Agreement, it must be reviewed and approved by the CME Department prior to execution.
2. Letter of Agreement (LOA) may be signed by *only* the Activity Director, Department of Continuing Medical Education, Manager, or Administrative Director of Academic Affairs
3. **Exhibit Support:** The Departmental Activity Coordinator and/or Activity Director will obtain a signed Exhibit Support Agreement from the Commercial Company providing exhibit support.

C. **DEPOSIT OF COMMERCIAL CHECK** - Before a commercial check can be deposited into an account, the conference coordinator or designee charged with budget oversight for the activity will deliver the following to the CME Department:

1. **Independent Medical Education (IME) Grants**
  - a. Fully executed Letter of Agreement (*signed by BOTH commercial supporter and provider*)
  - b. Completed Deposit of Commercial Check: IME Unrestricted Grant Form
  - c. Original of check or notification of electronic deposit
  - d. Brochure, flier or agenda of activity
2. **Exhibit Support Agreement**
  - a. Signed Exhibit Support Agreement
  - b. Completed Deposit of Commercial Check: Exhibit Support Form
  - c. Original of check or notification of electronic deposit
  - d. Brochure or flier of activity

D. The CME Department will:

1. Review all documents submitted
2. Sign off on *Deposit of Commercial Checks Form* as applicable either IME Unrestricted Grant or Exhibit Support
3. Executed documents and support items will be returned to activity coordinator for submission to Corporate Accounting
4. Copy of commercial support documents will be retained in CME department