

# American Academy of Neurology Co- and Joint Sponsored Educational Program Proposal Policies and Procedures

## Policy

The American Academy of Neurology (AAN), as an organization accredited by the Accreditation Council for Continuing Medical Education (ACCME) to sponsor continuing medical education (CME) activities for physicians, complies with the following guidelines, policies, and laws for all directly, co- and joint-sponsored CME activities:

- ACCME Essential Areas, Policies and Standards for Commercial Support
- American Medical Association's (AMA) Category 1 Credit Requirements
- AAN CME policies and guidelines

## Procedure

Checklist for preparing the CME application:

- Application form** – This must be completed fully and legibly, preferably typed.
- Needs Assessment** – You must use needs assessment data to plan your CME activity and include the data (i.e., tabulated evaluation results, journal articles) in your application.
- Learning Objectives** – You must supply learning objectives to help participants understand the purpose of the CME activity and help sponsors design programs to meet the needs of the target audience.
- Methodology** – You must design and implement educational materials consistent in content and method with the stated objectives and to be responsive to characteristics of prospective participants (knowledge levels, professional experience, and preferred learning styles).
- Faculty and Schedule** – You must supply faculty and activity schedule as printed in on-site and promotional materials.
- Commercial Support** – You must recognize commercial support in promotional and handout materials and follow all AAN and ACCME guidelines regarding commercial support.
- Disclosures** – The ACCME requires disclosure of all commercial relationships (whether or not there is commercial support) and off-label use. These disclosures

should appear in the on-site materials and faculty should verbally disclose this information.

- Budget/Financials** -- Proposed and final budget/financial information should be supplied.
- Evaluation** -- All programs requesting Category 1 CME credit require evaluation in order to determine the success of the activity in meeting its objective.
- Attendance and CME Records** – An attendee list should be kept on file for seven years. Attendance records are subject to audit by the ACCME. Co/Joint-Sponsored activities for which no attendance list are submitted will not be eligible for Category 1 credit. An attendee list should be forwarded to the AAN 30 days after the close of the activity.
- Attachments** – See list of required attachments below.
- Application Fee** -- Please calculate the application fee according to the fee schedule and include your check with your application.

**Fee structure for programs sponsored by the AAN through the participation of a member volunteer.**

Application fee is \$300 plus the following fees if approved.

Add the indicated fee for the number of total credit hours for your program (Column A) to the number of participants in your program (Column B), for a total fee. If the AAN is serving as the co-sponsor and the other organization is taking responsibility for planning/implementing/processing certificates, only the credit hour fee needs to be charged.

Column A		Column B		
Number of Credit Hours	Fee	PLUS	Number of Participants	Fee
1-9	\$500		1-20	\$100
10-19	\$600		21-50	\$200
20-29	\$700		51-75	\$300
30-39	\$800		76-100	\$400
40-49	\$900		101-200	\$500
50-59	\$1000		201-300	\$600
60+	\$1100		301-400	\$700
			401-500	\$800
			Etc.	Etc.

## **Definition of Terms**

**Joint Sponsorship:** an organization accredited by the Accreditation Council for Continuing Medical Education (ACCME), like the AAN, and a non-accredited organization working together.

**Co-Sponsorship:** two ACCME accredited organizations working together but one takes the responsibility for the content, quality and scientific integrity of the program (per ACCME policy).

**Direct Sponsorship:** the AAN solely develops and implements the program.

## **Organizational and CME Mission:**

### **American Academy of Neurology Organizational Mission Statement**

The American Academy of Neurology is a medical specialty society established to advance the art and science of neurology, and thereby promote the best possible care for patients with neurological disorders by:

- Ensuring appropriate access to neurological care
- Supporting and advocating for an environment which ensures ethical, high quality neurological care
- Providing excellence in professional education by offering a variety of programs in both the clinical aspects of neurology and the basic neurosciences to physicians and allied health professionals
- Supporting clinical and basic research in the neurosciences and related fields.

### **American Academy of Neurology Continuing Medical Education (CME) Mission Statement**

#### **Accrediting Body**

The American Academy of Neurology (AAN) is approved by the Accreditation Council for Continuing Medical (ACCME) to provide continuing medical education for physicians (re-accredited by the ACCME April 1997).

#### **Continuing Medical Education (CME) Purpose**

The primary objective of the AAN's continuing medical education (CME) programming is to provide excellence in medical education, especially as it concerns the neurological sciences.

#### **Content Areas**

Content areas for the AAN's CME programming includes, but are not limited to, the following:

- Prevention, diagnosis, treatment, and management of neurological diseases/disorders
- Education and research in neurological sciences
- Practice issues related to neurology

- Quality improvement throughout the field of neurology
- Skill development for neuroscience teaching

### **Target Audience**

The primary target audience for the AAN's CME programming are neurologists, including practitioners, residents, fellows, and academicians. Secondary audiences include non-neurologist physicians and allied healthcare professionals (i.e. nurse practitioners, neuroscience nurses, etc)

### **Type of Activities**

The AAN's CME programming include, but are not limited to, the following activities:

- Annual Meeting: including full-day courses, half-day courses, seminars, skills workshops, scientific sessions (platform, poster, and plenary), and therapy programs.
- Regional Programs: including full-day courses and skills workshops
- Enduring Materials (CONTINUUM, audio-journal program, etc.)
- Internet CME
- Journal-Based CME (note: in needs assessment/development phase)
- Selective joint- and co-sponsored programs with those organizations who share a common mission or educational objective.

### **Expected Results**

The AAN's CME programming is designed to:

- (1) Assess and meet the educational needs of neurologists and when appropriate, non-physicians and allied health professionals.
- (2) Support the principles, policies, and practices that seek the attainment of the best neurologic patient care.
- (3) Enhance neurologists knowledge and skills in areas that affect the prevention, diagnosis, and treatment of neurological disorders.
- (4) Provide quality continuing education programs specific for purposes of relicensure and recertification of neurologists.
- (5) Pursue excellence in medical education and research especially as it relates to the field of neurology.
- (6) Provide necessary education to enable members to achieve excellence in various neurological subspecialties.

### **AAN Right of Refusal and Termination of Sponsorship**

The AAN is interested in partnering with organizations (non-profit and for-profit) to develop and offer co- and joint-sponsored activities. The AAN reserves the right to select and/or refuse joint and co-sponsorship opportunities. The AAN may or may not indicate the rationale behind the refusal.

The AAN may terminate their sponsorship/credit from any activity if the partnering organization does not comply with AAN, ACCME, and/or AMA policies and procedures. In these cases, all fees will be retained by the AAN.

## **CME Sponsorship Process:**

### **A. Proposal/Application Phase:**

1. Contact the AAN as soon as the CME programming concept originates, at least six months prior to first promotional date. The AAN will provide guideline and application materials and assign a CME staff person to work with your organization.
2. Complete the application materials, including the necessary attachments, and enclose a check for the application fee, payable to the American Academy of Neurology. The application will not be processed until payment is made and the entire application is complete. The administrative processing fee will be retained by the AAN whether or not the AAN agrees to proceed with the sponsorship.

An AAN member in must be involved in the planning and implementation of the program from start to finish. It is encouraged that the AAN member selected is familiar with and/or have had experience with prior AAN CME activities.

3. After the AAN receives all of the completed materials, it will be reviewed by the Program Accreditation and Development Subcommittee (PADS) of the AAN's Education Committee. If necessary, the materials will also be reviewed by the AAN's Education Committee. The review process will take a minimum of six weeks. However, the specific review process and timeline will be determined by the AAN based on the scope of the proposal.
4. Upon review by PADS, your organization will be contacted regarding its decision. If approval is granted, the letter will also include further instructions to follow for the duration of the development and implementation.

### **B. Approval/Implementation Phase:**

If approved, AAN staff will provide your organization with the following:

- Checklist and review process for promotional and on-site materials
- Letter of Agreement if commercial support is involved
- Checklist for final submission of materials (registration, financials, evaluation summary)