

Requirements for CME Presentations

To ensure the quality and compliance of Continuing Medical Education (CME) activities at the Fertitta College of Medicine, presenters are required to adhere to the following guidelines:

1. Content Development

- **Evidence-Based Information:** All presentations must be grounded in current, evidence-based medical knowledge and practice.
- **Balanced Perspectives:** Presentations should provide a balanced view of therapeutic options, including a discussion of the benefits and risks of each.
- **Generic Names:** Use generic names for all medications and products. If trade names are used, include those from multiple companies when available.

2. Disclosure of Financial Relationships

- **Disclosure Requirement:** Presenters must disclose all financial relationships with ineligible companies as defined by the Accreditation Council for Continuing Medical Education (ACCME).
- **Resolution of Conflicts:** Any identified conflicts of interest must be mitigated prior to the presentation.
- **Slide Disclosure:** Include a disclosure slide as slide 2 of the presentation detailing any financial relationships. The required disclosure slide will be provided by the Office of Continuing Medical Education.

3. Off-Label Use

- **Disclosure of Off-Label Use:** If discussing off-label or investigational uses of products, clearly disclose this information to the audience.

4. Presentation Materials

- **Submission for Review:** Submit all presentation materials, including slides and handouts, to the Office of Continuing Medical Education at least one (1) week prior to the activity for review and approval. The sooner the better!
- **No Commercial Bias:** Materials must be free of commercial bias and should not include logos or promotional content from ineligible companies.

5. Patient Privacy

- **HIPAA Compliance:** Ensure that all patient information is de-identified in accordance with HIPAA regulations.

- **Patient Consent:** Obtain written consent if identifiable patient information is included in the presentation.

6. Copyright and Permissions

- **Use of Copyrighted Material:** Obtain necessary permissions for any copyrighted material included in the presentation.
- **Attribution:** Properly attribute and reference all sources and materials used.

7. Evaluation and Feedback

- **Participant Evaluation:** Collect participant evaluations to assess the effectiveness of the presentation via CME Tracker by utilizing the Activity Code slide to be displayed at the conclusion of the presentation.
- **Feedback Incorporation:** Be prepared to incorporate feedback into future presentations to enhance educational value.

For any questions or assistance regarding these requirements, please contact the Office of Continuing Medical Education at comcme@central.uh.edu.