NORTH AMERICAN SPINE SOCIETY CONTINUING MEDICAL EDUCATION
JOINT PROVIDERSHIP CME POLICIES AND GUIDELINES

NASS is pleased to consider your request to provide CME accreditation to your continuing medical education activity. Requests for joint providerships must be received by NASS in writing and require completion of the Joint Providership Application at least six months in advance of the activity/meeting date.

PURPOSE

NASS aims to achieve excellence in continuing medical education (CME) through educational activities built on evidence-based medicine. NASS is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide AMA PRA Category 1 CME Credits™. NASS will jointly provide CME credit for scientific activities when the mission statement and organizational purpose of the requesting organization, and the goals of the activity are congruent with the NASS CME Statement and meet the criteria of the Essential Areas and Elements of the Accreditation Council for Continuing Medical Education (ACCME).

The content of activities jointly provided by NASS focus on the prevention, diagnosis, treatment and rehabilitation of disorders that affect the entire spinal column, including but not limited to degenerative disorders, trauma, oncology, pain, vascular, pediatrics and deformity. As a result of these jointly provided educational activities, health professionals involved in the treatment of spinal disorders will be able to attend premier educational programs that are intended to enhance physician competence and patient care.

Medical specialty societies devoted to spine care professionals that choose not to be accredited by the ACCME to provide AMA PRA Category 1 CME Credits™ are likely to find value in this joint providership program.

NASS will NOT approve applications for joint providership from the following types of organizations:

- Medical device/drug companies
- Medical Education Companies (MECs)

ACCREDITATION INFORMATION

NASS is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. In order for NASS to jointly provide programs, we must work in partnership with you to ensure that the ACCME Essential Areas and Elements, including the Standards for Commercial Support of Continuing Medical Education, have been met. We are only able to consider requests for joint providerships that meet these requirements and complete the entire application process.

REQUIREMENTS AND GENERAL GUIDELINES

- The requesting organization must comply with ACCME requirements for ACCME Essential Areas and Elements and Standards for Commercial Support of Continuing Medical Education.
- The goals and objectives of the partnership with the requesting society/educational body must be clearly stated.
- The content of the educational material within the NASS portion of the course/meeting/presentation must fall within the NASS standard educational guidelines.
- The target audience for the scientific meeting must be healthcare providers engaged in the delivery of care for patients with spinal disorders.
- The financial considerations and cost to NASS need to be clear and upfront. The use of the NASS logo on any advertising materials should be sent to NASS for approval prior to their use. Any such use of NASS logo would be restricted to specific one occasion meeting for which joint providership is being requested.
• NASS reserves the right to refuse to have the logo printed or used in a manner that the organization feels would be detrimental to NASS.
• The meeting budget including anticipated commercial support or industry collaboration must be identified in the initial application.
• NASS reserves the right to cancel NASS accreditation and/or joint providership may be withdrawn at any point during the approval process or after approval is granted if the policies are not followed or in the event that any extenuating circumstances are revealed.
• If the above items are not available at the time of initial application submission, samples from a similar, previous CME activity may be submitted with the application, and current CME activity materials must be sent to NASS as they become available.

**GUIDELINES FOR PROMOTIONAL MATERIALS (PRINT OR ELECTRONIC)**
Promotional materials must contain the elements listed below. A separate flyer may be prepared for each activity, or may list activities for a month or more at one time, but the initial format must be approved and then used consistently.

Essential elements to be included on all promotional materials:
• Title, date and location of activity;
• Activity description, objectives and intended audience;
• Program agenda, with times and faculty clearly marked;
• Fees (if applicable);
• ACCME Accreditation and Joint Providership Statement and *AMA PRA Category 1 Credit™* Designation Statement, exactly as follows:

  This activity has been planned and implemented in accordance with the accreditation requirements and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint providership of the North American Spine Society and (NAME OF NONACCREDITED PROVIDER). The North American Spine Society is accredited by the ACCME to provide continuing medical education for physicians.

  The North American Spine Society designates this live activity for a maximum of [NUMBER] *AMA PRA Category 1 Credits™*. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**DOCUMENTATION REQUIREMENTS**
Planning and documentation requirements for jointly provided activities are the same as for any other CME activity planned and implemented by the North American Spine Society. The ACCME’s *Essential Areas and Elements* must be met for each activity designated for *AMA PRA Category 1 Credit™*. The *Essential Areas and Elements* should be addressed during planning meetings and documented by minutes. NASS must be informed of significant changes, such as change in program director or administrative personnel.

Original documentation materials must be kept on file and available for audit in the NASS Education Department, and these files will be maintained for no less than six years. The Education Department must receive the originals of documentation materials, including sign-in sheets, which must be available for CME verification of attendance.

**PLANNER/PARTICIPANT DISCLOSURES & RESOLUTION OF CONFLICTS OF INTEREST**
The organizer of the activity must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The ACCME defines "relevant financial relationships" as financial relationships in any amount occurring within the past 12 months. For an individual with no relevant financial relationships, the learners must be informed that no relevant financial relationships exist.

An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, teacher or author of CME, and cannot have control of or responsibility for the development, management, presentation or evaluation of the CME activity.
The provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the educational activity being delivered to learners. Disclosure information must be presented to the learners prior to the beginning of the educational activity.

A Disclosure Form and a Conflict of Interest and Bias Recognition and Resolution Form are provided for applicants on the Joint Providership webpage. Applicants may use their own policy/forms or NASS’ disclosure policy and forms, as long as the ACCME requirements and standards are met.

**APPLICATION PROCESS SUMMARY**

The following is a summary of services provided and reviews conducted by NASS in conjunction with the process of jointly providing credit for your meeting.

**Submission Deadlines**
- All documentation must be received by NASS no later than two months prior to the activity. Expedited review is not available.
- All post-meeting documentation and fees must be submitted within 30 days after the activity.

**Initial Application**
- Processing of meeting application;
- Review and/or approval of documentation materials;
- Ongoing correspondence with non-accredited provider regarding planning process and requests for information;
- **Every application fee includes one free resubmission and review, in the case that an initial application is not accepted.**

**Post-Meeting Reporting and Documentation**
- Collection and review of the following items are required to officially close a meeting file and grant CME credits:
  - Joint Providership CME Activity Documentation Form;
  - The activity topics/content as provided to learners, e.g., agenda, attendee packet or program book, including agenda, description, objectives and ACCME accreditation statement;
  - The form, tool or mechanism used to identify relevant financial relationships of all individuals in control of content (Joint Providership Disclosure Form);
  - Evidence that you implemented your mechanism(s) to resolve conflicts of interest for all individuals in control of content prior to the start of the activity (Conflict of Interest and Bias Recognition and Resolution Form);
  - The disclosure information as provided to learners about the relevant financial relationships (or absence of relevant financial relationships) that each individual in a position to control the content of CME disclosed to the provider;
  - The data or information generated from this activity about changes achieved in learners’ competence;
  - The ACCME accreditation statement for this activity as provided to learners.
- The following items must be provided if an activity receives commercial support from ACCME-defined commercial interests:
  - The income and expense statement for this activity that details the receipt and expenditure of all commercial support;
  - Each executed commercial support agreement for the activity;
  - The commercial support disclosure information as provided to learners.

The above documents are required by the ACCME in order for NASS to provide CME for each jointly provided activity. Failure to meet the ACCME requirements will result in loss of accreditation for your organization and puts the NASS’s accreditation status in jeopardy. A checklist of required documentation and detailed instructions are available on the joint providership webpage.
**Roles & Responsibilities**

The role of the NASS CME office will be as follows:
- Ensure that all ACCME Standards and Essentials are met.
- Provide accreditation of CME activities.
- Provide oversight of CME activities by reviewing joint providership files and monitoring activities as needed.
- Consult with joint provider regarding accreditation issues.
- Maintain records of attendance.
- On-site assistance to ensure compliance (if applicable).

The role of the joint provider will be as follows:
- Formulate needs assessment and proposed objectives for the activity and complete planning documentation form.
- Obtain NASS Education Department approval of all promotional materials.
- Provide all required documentation to NASS within 30 days after the activity.
- Retain original sign-in sheets or participant rosters for no less than six years. The following information must be furnished in typewritten form with the sign-in sheets: names, degrees and unique identifiers (not SSN).
- Promptly respond to all billings by NASS.
- Responsible for paying direct and indirect activity costs.

**Terms & Conditions**

Joint providership of one program with an organization does not imply any likelihood of joint providership of any future programs. Each program must be individually reviewed and must benefit from the input of NASS’ representative(s). Societies must sign the joint providership application form and agree to follow all NASS and ACCME policies for each submitted activity.

**Joint Providership Fees**

Application processing fees are nonrefundable. If your meeting is approved for joint providership, a flat fee will be charged based on the size of your meeting. This fee includes staff time to provide the services provided by NASS, but does not include direct expenses provided to you such as mailings and evaluation tabulations. Direct expenses will be itemized on your invoice for your review. The joint providership fee is due 30 days after the approved activity.

<table>
<thead>
<tr>
<th>Number of Attendees per Meeting</th>
<th>Application Processing Fee (Nonrefundable)</th>
<th>Joint Providership Fee</th>
<th>Total Fee (Application Fee plus Joint Providership Fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 100</td>
<td>$500</td>
<td>$2000</td>
<td>$2500</td>
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<tr>
<td>101-300</td>
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<tr>
<td>301+</td>
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<td>$2750</td>
<td>$3250</td>
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**Questions & Administrative Support**

NASS provides organizations with a contact person to answer any of your questions regarding the joint providership application and planning process. If you have questions about joint providerships, your application or activity documentation, please contact Briana Schaefer at bschafer@spine.org.

**Application Submission**

Electronic submission of applications and final documentation is preferred, (email or CD/USB). If possible, assemble a single PDF file for each activity that includes all required attachments with each attachment bookmarked.
- Email to bschafer@spine.org OR
- Mail CDs or USB drives (not returnable) to: Briana Schaefer, North American Spine Society 7075 Veterans Blvd., Burr Ridge, IL 60527

For questions or application assistance, call 630-230-3663.