



Baystate Health Continuing Interprofessional Education Policies and Procedure: Healthcare Education Office

STANDARDS FOR COMMERCIAL SUPPORT SECURING AND PROCESSING COMMERCIAL SUPPORT FOR CE ACTIVITIES

Policy: BH-AA-CE-2.03

Effective Date: 5/2013

I. Policy

Continuing education activities provided or jointly provided by Baystate Health Continuing Interprofessional Education (BCIPE) must be free of commercial bias and any influence by a commercial interest due to monetary or in-kind support.

A **commercial interest** is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients

Monetary or in-kind support for a continuing education activity is any support that has value provided by a commercial interest in any form, such as a grant, exhibitor fee, or materials that are used to meet part or all of the expenses of providing continuing educational activities.

II. Purpose

To ensure that BCIPE maintains control of all continuing education activities provided or jointly provided by BCIPE and that all such activities are free of commercial bias influence.

III. Scope

All continuing education activities provided or jointly provided by Baystate Health Continuing Interprofessional Education.

IV. Procedure

1. BCIPE must make all decisions regarding the disposition and disbursement of monetary or in-kind support. Monetary support will be deposited in the BCIPE fund unless otherwise designated by the Chief Academic Officer and monetary or in-kind support will be tracked by BCIPE in accordance with its policies and practices regarding fund management.

2. Baystate will not accept advice or services concerning faculty, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services.
3. All monetary or in-kind support associated with a CE activity must be given with the full knowledge and approval of Baystate Health.
4. The terms, conditions, and purposes of the monetary or in-kind support must be documented in a written agreement between the commercial interest and BCIPE. The agreement must include BCIPE, even if the support is given directly to a joint provider.
5. BCIPE will comply with the commercial entity's reasonable stipulations and restrictions on the use of monetary or in-kind support.
6. The written agreement between the commercial interest and BCIPE must specify the commercial interest that is the source of monetary or in-kind support and be signed by both parties before the activity takes place. Baystate will not accept monetary or in-kind support unless a letter of agreement is signed prior to the educational activity. A copy of the agreement is kept in the course file.
7. The commercial interest must adhere to Baystate's written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, faculty, speakers, planners and authors.
8. No other payment may be given to any individual, BCIPE, or a joint provider by a commercial interest except as provided in BCIPE policies and the policies of the commercial interest.
9. If an individual is listed on the agenda as facilitating or conducting a presentation or session but also participates in the remainder of an educational event as a learner, honoraria and out-of-pocket expenses will be covered only for time and effort expended to facilitate or conduct a presentation or session.
10. Social events or meals at continuing education activities cannot compete with or take precedence over the educational events.
11. BCIPE will not use monetary or in-kind support to pay for travel, lodging, honoraria, or personal expenses solely for attendance at a continuing education activity. BCIPE may use monetary or in-kind support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider or joint provider.

12. Learners will be informed of the companies providing monetary or in-kind support of the education activity in one or more of the following ways: course hand-out; website; course brochure; email; posting at the live event; verbal announcement.
13. Upon request, BCIFE will produce accurate documentation detailing the receipt and expenditure of the monetary or in-kind support.

Cross-References

BH-HR-113 Business Gifts and Business Entertainment
 BC 1.137 Unrestricted Gifts Policy
 BC 1.150 Organizational Values and Ethics Policy

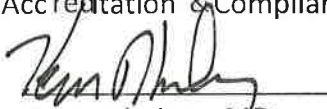
References

Accreditation Council for Continuing Medical Education Standards for Commercial Support

Individuals Reviewing Policy:

Kevin Hinchey, MD, Chief Education Officer
 Rebecca Blanchard, PhD, Senior Director of Educational Affairs
 Jane Sicard, Manager of Baystate Continuing Interprofessional Education
 Kim Barcher, Accreditation & Compliance Specialist

Approval:


 Kevin Hinchey, MD
 Chief Education Officer

Review Dates

5/2013	05/2015	07/2017	08/2018	01/2019		
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Revision Dates

05/2013	05/2015	07/2017	08/2018	01/2019		
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