

Center for Continuing Education in the Health Sciences

Statement of Policy

It is the policy of the UPMC Center for Continuing Education in the Health Sciences (“CCEHS”) to comply with the UPMC Industry Relationship Policy and University of Pittsburgh Industry Relationship Policy, including the provision that Industry Support must be negotiated through CCEHS, <http://www.coi.pitt.edu/IndustryRelationships/index.htm>. For other circumstances contact CCEHS in advance to obtain further guidance and clarification.

Scope of Policy

This policy applies to continuing educational programs held by and for personnel, faculty, staff and students of the SOHS and the UPMC. Examples of the continuing educational programs include Grand Rounds, Series, Conferences, Training and Skill / Demonstration Sessions and Journal Clubs regardless of whether or not the program is credit bearing.

Procedure

All programs must be offered for educational and scientific purposes only. Industry support cannot be accepted for social events. All programs must have an academic or clinical unit within one of the institutions assuming responsibility for the scientific, educational, and financial integrity of each program (“academic sponsor”).

1. Provisions for Industry Support:

All programs must comply with the ACCME Standards for Commercial Support of Educational Programs (or other similarly rigorous, applicable standards required by other health professions) including the following provisions:

- a) All funds and In-kind donations from industry (all sources other than governmental agencies) must be in the form of an educational grant accompanied by an agreement.
- b) Industry cannot pay faculty directly for travel or honoraria and they cannot directly pay for meals or social events associated with an educational program.
- c) Industry cannot pay for or subsidize tuition, lodging, or other expenses for course participants or their guests.
- d) The program cannot promote, either directly or indirectly, the pecuniary interests of the company or other commercial entities.
- e) The academic sponsor will ensure meaningful disclosure to the audience, at the time of the program, of (a) industry funding and support and (b) any significant relationship between the accredited provider and the Company or between individual speakers or moderators and the Company. Accredited programs will follow applicable disclosure policies.
- f) The academic sponsor or accredited provider (accredited programs only) is responsible for control of content and selection of authors, speakers, moderators and any other individuals in positions to control the content of the educational program.
- g) Industry Support must be acknowledged at the program. Acknowledgement can be made by making the statement “we gratefully acknowledge {name of company} for their generous support of this educational program” on course handout or a verbal announcement.
- h) CCEHS should receive your grant request information in complete form four months before the date of the program. Information received later than this date, jeopardizes the likelihood that all standards will be met for execution of commercial support grant agreements and even the possibility of whether or not the grantor’s funds have been depleted.
- i) Solicitation of exhibit support must be in compliance with the [CCEHS Exhibitor Policy](#).

2. Accredited Programs (i.e. CME, ACPE, CNE):
 - a. Prior to the Program:
 - i. Course directors and planners of educational programs desiring the use of industry support grants must complete the [Grant Solicitation Form \(Accredited Programs\)](#).
 - ii. All grant requests must be submitted by CCEHS. The CCEHS will work closely with the sponsoring department/organization throughout the grant submission process.
 - iii. CCEHS will facilitate the process for fully executing a letter of agreement.
 - b. Distribution of Funds:
 - i. All funds will be made payable to the accredited provider.
 - ii. CCEHS will work with the academic sponsor to coordinate transfer of funds.
 - c. Following the Program:
 - i. Financial reconciliation is performed and any unused funds are returned, as applicable.
 - ii. Required documentation is submitted to the Industry Sponsor per the terms of the agreement.

3. Non-Accredited Programs:
 - a. Prior to the Program:
 - i. Course directors and planners of educational programs desiring the use of industry support grants must complete the [Grant Solicitation Form \(Non-Accredited Programs\)](#).
 - ii. CCEHS will review the information and determine if the program is consistent with the UPMC or University of Pittsburgh Industry Relationship Policy.
 - iii. Companies requiring the use of their own document must be submitted by CCEHS.
 - iv. A letter of agreement must be signed and approved prior to the program date.
 - v. CCEHS will facilitate the process for the completion of a letter of agreement other than the CCEHS standard agreement.
 - b. Distribution of Funds:
 - i. All funds will be made payable to the Academic Sponsor. In the event that Industry Sponsor will pay with a credit card, CCEHS will work with the Academic Sponsor to accept payment.
 - ii. The Academic Sponsor is responsible for maintaining a budget.
 - c. Following the Program:
 - i. A final budget must be submitted to CCEHS.
 - ii. Unused funds are returned, as applicable.
 - iii. Required documentation is submitted to the Industry Sponsor per the terms of the agreement.