

RIVERSIDE METHODIST HOSPITAL  
**CME JOINT SPONSORSHIP**  
**PRELIMINARY AGREEMENT**

**(This preliminary agreement must be on file before planning begins.)**

Continuing medical education (CME) is considered to be a jointly sponsored activity when a CME-accredited sponsor and a non-accredited sponsor work collaboratively to plan an educational activity. Riverside Methodist Hospital's CME Committee, as the accredited sponsor, must be informed by the non-accredited entity at the idea stage before planning begins (i.e. before choosing speaker(s), a date, etc.).

Riverside's CME Committee will jointly sponsor an activity if the following requirements are met:

1. The non-accredited sponsor agrees to abide by all CME Essential Areas and Elements in accordance with the policies and guidelines established by Riverside's CME Committee.
2. Any written documentation required by Riverside's CME Office to document compliance with the Essential Areas and Elements will be released upon request.
3. The content of the activity is within Riverside's CME Mission Statement.
4. Riverside Methodist Hospital is properly identified as the sponsor on all publicity materials. All materials must be reviewed and approved by the CME Manager/Committee prior to printing.
5. The activity is submitted for review to the CME Committee at least 60 days prior to the date of the activity. Credit will be designated on an hour for hour basis, including teaching and participation hours only.
6. A final record of participant attendance, final and preliminary budget, planning arrangements, needs assessment documentation, objectives, and evaluations will be part of the permanent file in the CME Office.
7. The non-accredited sponsor agrees to adhere to one of the following options (for a more thorough description, please read the Joint Sponsorship Policy #8, prior to indicating which option by **circling below**):
  - a) Riverside will be responsible for the financial aspects of this activity to include depositing income, paying expenses, as well as receiving and tracking registrations; and the surplus or deficit will remain in/be assumed by the Hospital's CME Account; or
  - b) The non-accredited sponsor will be responsible for the financial aspects of this activity to include all of the above responsibilities. Any surplus or deficit will need to be reported in the final budget, accompanied by copies of all checks written and received. These copies must be submitted for the permanent file in the CME Office. The non-accredited sponsor must have adequate resources to carry out the CME activity (financial as well as personnel).
8. The non-accredited sponsor agrees to pay a fee of \$100 per credit hour. If the CME Office does not handle the financial aspects of the activity directly, a final budget is also required.

A joint sponsorship relationship will only be offered if the above conditions are agreed to by the non-accredited sponsor in advance of any planning of the activity. Please sign below if you have received the Joint Sponsorship Guidelines and addenda, and are willing to work within these parameters:

\_\_\_\_\_  
Non-Accredited Sponsor Representative / Date

\_\_\_\_\_  
Riverside CME Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Non-Accredited Sponsor Company