ASA Joint Providership
Program Description

The American Society of Anesthesiologists (ASA) is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. As required by the ACCME, all activities designated by ASA for *AMA PRA Category 1 Credit(s)*TM must comply with the ACCME Accreditation Criteria, Policies, and Standards for Commercial SupportSM including activities planned and implemented through Joint Providership.

Any activity to be considered for Joint Providership must be aligned with both the mission of the ASA and the definition of continuing medical education (CME) as specified by the ACCME. All applications for Joint Providership will be assessed based on their individual merits. The ASA reserves the right to accept or deny Joint Providership of individual CME activities, at its own discretion. The Joint Provider must agree to follow all policies, procedures, and formats as set forth by the ASA.

**ASA Responsibilities**

1. Designate activities for *AMA PRA Category 1 Credit(s)*TM and collaborate with the Joint Provider to ensure that all ACCME Accreditation Criteria, Policies, and Standards for Commercial SupportTM are met.
2. Hold an initial consultation meeting to:
   a) Discuss the CME planning process;
   b) Review Joint Provider’s responsibilities;
   c) Outline the ASA’s responsibilities.
3. Provide Joint Providership, templates, checklists, and forms for activity design process and ACCME documentation.
4. Review and approve Joint Providership Application and provide ongoing consultation as appropriate.
5. Review, approve, and sign Letters of Agreement, if applicable (commercial support, monetary or in-kind).
6. Review and approve all advance marketing materials.
7. Review disclosure grid and provide guidance on acceptable mechanisms to resolve any conflicts of interest (COI).
8. Review and approve all onsite program materials and/or educational content.
9. Provide online access to learning management system for participants.
10. Provide technical support to participants claiming credit.
11. Provide online form for activity evaluation.
12. Provide Evaluation Reports – preliminary at 30 days following, and comprehensive at 60 days following.
13. Review final documentation for ACCME compliance.
14. Maintain participant roster for 6 years.
15. Maintain Joint Providership application and CME activity file documentation for 6 years.

**Nonaccredited Joint Provider Responsibilities**

1. Carefully review all Joint Providership Application materials, required documentation, and deadlines in order to comply with the requirements specified by ASA.
2. Convene Planning Committee to:
   a) Submit disclosures to the ASA to identify/resolve any conflicts of interest;
   b) Identify professional practice gap(s) based on internal or external data sources;
   c) Determine the needs of learners (e.g., knowledge, competence, performance) that underlie the professional practice gap(s);
   d) Analyze practice gap(s), learners’ needs, and determine desired result(s) of educational intervention (e.g., to change competence, performance, patient outcomes) to formulate educational objectives;
   e) Identify target audience;
   f) Design educational content and format(s) considering desirable physician attributes and adult learning principles;
   g) Determine if there are any barriers for learners to accept and integrate the desired changes;
   h) Determine if any non-educational strategies can be used to reinforce the educational objectives following the activity;
   i) Determine if the activity will benefit from collaboration and cooperation with other ASA initiatives or external stakeholders;
   j) Select expert faculty, and identify/resolve any conflicts of interest;
k) Determine funding, following the requirements of the ACCME Standards for Commercial Support™;

l) Develop advance marketing materials;

m) Develop activity agenda and other onsite program materials.


4. Participate in initial consultation meeting with ASA.

5. Secure venue/facility for activity, as appropriate.

6. Create preliminary budget.

7. Secure commercial support (optional):
   a) Utilize ASA template for letters of agreement (LOAs);
   b) Obtain appropriate signatures on LOAs prior to activity;
   c) Collect monies or in-kind support;
   d) Forward signed LOAs and copies of checks to the ASA.

8. Faculty management:
   a) Confirm faculty;
   b) Request Faculty/Planner Relevant Financial Disclosure Forms;
   c) Resolve COIs according to ASA and ACCME policies.

9. Obtain ASA approval on all promotional materials prior to printing and dissemination.

10. Obtain ASA approval of program materials and acknowledgements.

11. Make all disclosures (e.g., relevant financial relationships, faculty relationships with Commercial Supporter and with products or services being discussed, etc.) to learners prior to the start of the activity.

12. Acknowledge commercial support to the audience prior to the beginning of the activity, if applicable.

13. Conduct education activity.


15. Provide attendance file to the ASA.


17. Complete and submit to the ASA within 30 days following the activity: Evaluation Summary, final budget, and any other information required to complete the activity file.

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**Fee Schedule and Deadline**

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Application Fee</th>
<th>Service Fee</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>1-Day Live Event</td>
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<tr>
<td>Live</td>
<td>$500</td>
<td>$3000</td>
</tr>
<tr>
<td>Other</td>
<td>Only Live Events will be considered. Future Joint Providership opportunities may expand to include print, internet-based, and/or other types of CME activities.</td>
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Abbreviations: ASA = American Society of Anesthesiologists; CME = continuing medical education
## Joint Providership Process

<table>
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<tr>
<th>Action Steps</th>
<th>Timeline Prior to Event</th>
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<tbody>
<tr>
<td>1. Nonaccredited Joint Provider (“Client”) submits Joint Providership Phase I Application and one-time annual Application Fee (Phase I includes planning committee disclosures, educational design information, e.g., audience, objectives, gaps, competencies, needs assessment, etc.)</td>
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<td>2. ASA staff and the Committee on Professional Education Oversight (CPEO) reviews the Phase I Application, considers approval, and notifies Client of decision within 30 days and provides invoice for Service Fee</td>
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<tr>
<td>3. Client submits signed Joint Providership Phase II Application, Agreement Form, and Service Fee</td>
<td>8-16 months</td>
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<td>4. ASA sends Joint Providership Packet to Client</td>
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<td>5. ASA convenes Consultation Meeting with Client</td>
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<td>6. Client commences preliminary budget, program planning, and meeting logistics</td>
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<td>7. Client submits marketing materials for review by ASA</td>
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<td>8. Optional: Client solicits commercial support if desired, completes and submits LOAs to ASA</td>
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<td>9. Client collects disclosures through the use of ASA’s Disclosure Database and conducts review and COI Resolution when warranted</td>
<td>4-6 months</td>
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<td>10. Client submits completed Disclosure Grid to ASA prior to event</td>
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<tr>
<td>11. ASA reviews disclosures and works with Client to resolve any COIs</td>
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<td>12. Client conducts registration and payment collection</td>
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<td>13. Client submits evaluation tool to ASA</td>
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<tr>
<td>14. ASA completes course, evaluation, and certificate set-up in learning management system</td>
<td>2 weeks</td>
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<td>15. Client conducts event</td>
<td>Event</td>
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<td>16. Client submits attendance form</td>
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<td>17. ASA performs auto-enroll, and attendees claim credit</td>
<td>1 day post event</td>
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<tr>
<td>18. Client performs activity close-out and submits activity closing documents, including Evaluation Summary, Final Activity Summary, final budget, and duplicate copies of marketing materials</td>
<td>1 month post event</td>
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<tr>
<td>19. ASA reviews activity file for completeness</td>
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Abbreviations: ASA = American Society of Anesthesiologists; COI = conflict of interest; CPEO = Committee on Professional Education Oversight; LOA = letter of agreement