

# Baystate Health

## OFFICE OF CONTINUING EDUCATION

361 Whitney Ave., Holyoke, MA 01040 Tel: (413) 322-4242 Fax: (413) 322-4259 baystatehealth.com/learn

Dear **<insert name of Faculty Member/Author/Teacher>**

**RE: Standards of Practice in Continuing I Education**

We are pleased that you are able to participate in our CE activity scheduled for **<insert date>** at the **<insert location>** in **<insert city>**

As stated in previous communication, Baystate Health is accredited by the Accreditation Council for Continuing Education. Since our accreditation is important to us, we plan activities that meet the ACCME's expectations for our practice of continuing medical education. We look forward to working with you to assure that this activity is of the highest standard.

Baystate Health expects that the content or format of CE activities and related materials will promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

We employ several strategies to ensure the absence of commercial bias and you are integral to their successful implementation.

1. On the basis of the information you have provided, we have determined that you have the following relevant financial relationships with commercial interests that create a conflict of interest with respect to your role in this activity. **<insert relevant financial relationship information>** We will be disclosing this information to our learners before the activity and together we have decided on the following strategy(ies) to resolve that conflict of interest. Representatives from the planning committee will review your presentation before the educational activity and get back to you with respect to any edits that may be needed because of possible perception of conflict of interest.
2. We also require that **you complete the attached Faculty/Author Attestation and send in your powerpoint presentation no later than <insert date>**

<b>Information for Learners</b>	The information above on needs, expected results, and purpose or objectives will be provided to learners by Baystate Health. These have been framed in terms of physician/nurse change or health status improvement which is in keeping with our CE mission.
<b>Content Validation</b>	Baystate Health expects that all of its CME program will adhere to the ACCME's content validation value statements. Specifically, all the recommendations involving <u>clinical</u> medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications <u>in the care of patients</u> . All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. Please contact the Office of Continuing Education at 413-322-4242 if you do not feel your presentation can meet these standards.
<b>Measurements of Effectiveness</b>	The Office of Continuing Education will be seeking feedback from the learners on the effectiveness of this CE activity through our standard evaluation forms.

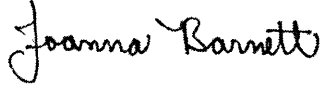


Verification of the implementation of a mechanism to resolve conflicts of interest prior to the start of an activity. (C7; SCS 2.3)

<b>Educational Materials</b>	Educational materials that are a part of this activity, such as slides, abstracts, and handouts, cannot contain any advertising, trade names, or product-group messages.
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Again, thank you for agreeing to work with us in this CE activity. We look forward to this activity making an important contribution to the continuing professional development of our learners and to your professional practice.

Sincerely,



Joanna Barnett, Director  
Office of Continuing Education  
Bayside Health