

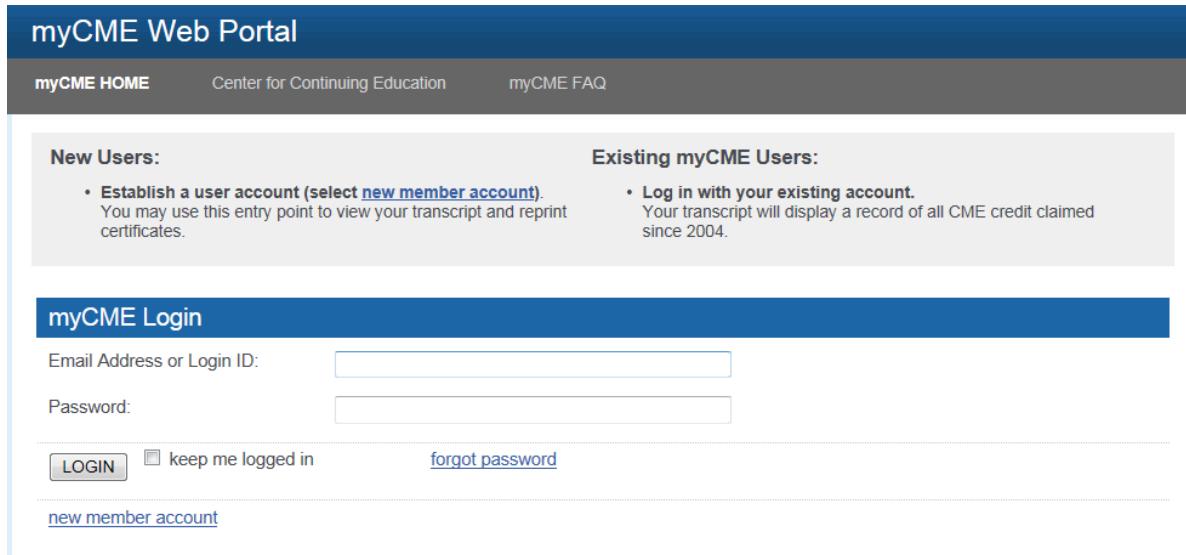


# Faculty Instructions: Faculty Requirements User Guide

## Log in

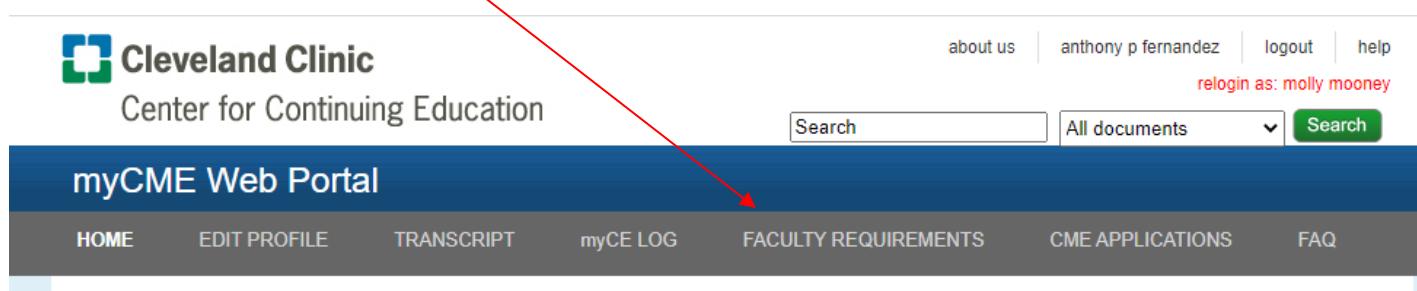
Login using this link: <http://ccfcme.org/cmelogin>

If you forgot your password, please use the following password reset link:  
<http://cce.ccf.org/ccecme/process?a=forgot-password-view>



The screenshot shows the myCME Web Portal login page. At the top, there's a blue header bar with the text "myCME Web Portal". Below it is a grey navigation bar with links for "myCME HOME", "Center for Continuing Education", and "myCME FAQ". The main content area has two sections: "New Users:" and "Existing myCME Users:". The "New Users:" section contains a bullet point about establishing a user account by selecting "new member account". The "Existing myCME Users:" section contains a bullet point about logging in with an existing account. Below these sections is a "myCME Login" form. It includes fields for "Email Address or Login ID" and "Password", a "LOGIN" button, a "keep me logged in" checkbox, and a "forgot password" link. There's also a link for "new member account".

Once logged in, click on the 'Faculty Requirements' text link as shown below:



The screenshot shows the Cleveland Clinic Center for Continuing Education myCME Web Portal. At the top, there's a header with the Cleveland Clinic logo and the text "Center for Continuing Education". To the right are links for "about us", "anthony p fernandez", "logout", and "help". Below the header is a search bar with the placeholder "Search" and a dropdown menu for "All documents". The main navigation bar at the bottom has links for "HOME", "EDIT PROFILE", "TRANSCRIPT", "myCE LOG", "FACULTY REQUIREMENTS" (which is highlighted with a red arrow), "CME APPLICATIONS", and "FAQ".

## Find Activity

Locate the 'Activity Title' you are disclosing for and click the "Add info" button, under the heading 'Available Actions'

The screenshot shows the myCME Web Portal interface. At the top, there's a navigation bar with links for 'about us', 'anthony p fernandez', 'logout', 'help', and 'relogin as: molly mooney'. Below the navigation is a search bar with a dropdown menu set to 'All documents' and a 'Search' button. The main header says 'myCME Web Portal'. The top menu includes 'HOME', 'EDIT PROFILE', 'TRANSCRIPT', 'myCE LOG', 'FACULTY REQUIREMENTS' (which is currently selected), 'CME APPLICATIONS', and 'FAQ'. Below the menu, tabs for 'PENDING REQUIREMENTS' (1), 'RECENT HISTORY' (41), 'PENDING APPROVALS' (0), and 'APPROVAL HISTORY' are visible. The 'PENDING REQUIREMENTS' tab is active. A table lists one pending requirement: 'Rhuematologic Dermatology Society Annual Meeting 2020' with an activity date of '11/07/2020', a role of 'Primary Director', and a status of 'Pending'. To the right of the status, the text 'Available Actions' is followed by a red-bordered 'Add Info' button. A red arrow points from the text 'Locate the 'Activity Title' you are disclosing for and click the "Add info" button, under the heading 'Available Actions'' to the 'Add Info' button.

| Pending Requirements                                     |               |                  |         |                          |
|--|---------------|------------------|---------|--------------------------|
| Activity Title   | Activity Date | Role             | Status  | Available Actions        |
| Rhuematologic Dermatology Society<br>Annual Meeting 2020 | 11/07/2020    | Primary Director | Pending | <a href="#">Add Info</a> |

## Step 1 of 7 – Activity Content

Based on the scope of the content the activity will cover, select applicable statement.

Click ‘Next Step’ to continue or ‘Save and Exit’ if unable to complete presently.

Step 1 of 7

Faculty Requirements

The activity includes:

Clinical Content  
 Non-Clinical Content Only (e.g., leadership, communications, systems/administrative management, faculty development)

**Save and Exit**      **Next Step**

Note: If the activity includes non-clinical content only, disclosure of financial relationships is not required and the following steps will be skipped:

- Step 2 – Disclosure of Financial Relationships
- Step 5 – Ineligible Company Disclosures

## Step 2 of 7: Indication of Financial Relationships

Indicate whether or not you have had any financial relationships with ACCME defined ineligible companies within the last 24 months by selecting 'yes' or 'no'.

\* All planners, faculty, and others in control of educational content must disclose **all** financial relationships with ineligible companies\*\* within the prior **24** months. There is no minimum financial threshold; individuals must disclose **all** financial relationships with ineligible companies, regardless of the amount and regardless of their view of the relevance of the relationship to the education.

**\*\* Ineligible Companies** are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.  
<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>

Click 'Next Step' to continue or 'Save and Exit' if unable to complete presently.

Step 2 of 7

### Faculty Requirements

Do you have any financial relationships\* with ineligible companies within the last 24 months?

- Yes  
 No

IF 'NO' FOR THE QUESTION ABOVE, DISCLOSURES ARE NOT REQUIRED.

\* All planners, faculty, and others in control of educational content must disclose **all** financial relationships with ineligible companies\*\* within the prior **24** months. There is no minimum financial threshold; individuals must disclose **all** financial relationships with ineligible companies, regardless of the amount and regardless of their view of the relevance of the relationship to the education.

**\*\* Ineligible Companies** are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. <https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>

Previous Step

Save and Exit

Next Step

## Step 3 of 7: Certify Compliance with Activity Terms and Conditions

Read and then check box to certify.

Click 'Next Step' to continue or 'Save and Exit' if unable to complete presently.

Step 3 of 7: Certify Compliance

Activity Terms and Conditions

**HIPAA**

To comply with the Health Insurance Portability and Accountability Act (HIPAA), we ask that all faculty insure the privacy of their patients by refraining from using names, photographs, or other patient identifiers in educational presentation materials without the patient's knowledge and written authorization.

**COPYRIGHT LAW GUIDELINES**

NOT include copyrighted material (reprints, slides, graphs, etc.) unless you have obtained written permission from the copyright owner of the material (usually the publisher). U.S. copyright law prohibits the reproduction of an "article" unless consent from the copyright owner is obtained. The word "article" refers to any portion of a publication being copied (such as a column, illustration, graph, chapter, or any series of consecutive pages). Verification of consent must accompany the presentation material upon arrival to the CME Department. If you elect to include copyrighted material, you agree to obtain all necessary consents and you accept responsibility for any actions the copyright owner may be entitled to under U.S. Copyright law.

The scope of the consent for use of the copyrighted material must encompass not only the presenter's use, but also its use in a continuing medical education activity that will be copyrighted as a collective work by The Cleveland Clinic Foundation. Please be aware that if the copyrighted material is used without securing that copyright owners' consent, the copyright owner may be entitled under U.S. Copyright law to seek injunctive relief, criminal action or civil remedies that may include statutory damages upwards of \$150,000 per infringing activity.

**COMMERCIAL BIAS GUIDELINES**

CME activities must provide fair and balanced presentations. When preparing your material (SLIDES AND SYLLABUS WHEN APPLICABLE), please adhere to the following:

- There should not be bias towards a product, procedure, device or therapy.
- All applicable products, devices or therapies should be addressed in your presentation to ensure fair and equal balance.
- Classes of drugs and devices should be used rather than individual agents whenever possible.
- Do not refer to trade names of any products unless all products' trade names are used, in your slides and syllables materials.
- Generic or non-trade names of products will be used in lieu of commercial/brand names.
- A commercial company name/logo should not be on your slides or syllabus material.

**OFF-LABEL DISCLOSURE**

When an unlabeled use of a commercial product, or an investigational use not yet approved by the FDA for any purpose, is discussed during an educational activity, the speaker must disclose that the product is not labeled for the use under discussion or that the product is still investigational and not yet approved by the FDA.

**I certify that all of the above information is accurate.**

**Previous Step**      **Save and Exit**      **Next Step**

## Step 4 of 7: Authorization and Consent

Read and either accept or decline the terms and conditions

Click 'Next Step' to continue or 'Save and Exit' if unable to complete presently.

Step 4 of 7: Authorization And Consent

Activity Authorization and Consent

I authorize the Cleveland Clinic Center for Continuing Education (The Center) to record (video and/or audio tape) the presentation(s) and slides for use in a CME activity. I grant The Center license to use my presentation in a future educational activity for the duration of the activity's accreditation period.

Yes  
 No

[Previous Step](#) [Save and Exit](#) [Next Step](#)

## Step 5 of 7: Ineligible Company Disclosure(s)

If you have previous disclosures, you will see them on the screen. Select 'Mitigate' to edit the relationship and select steps you will take to mitigate the conflict of interest, appropriate to your involvement in the activity.

If you do not have any previous disclosures or need to add a new relationship, click 'Add New'

The screenshot shows a software interface for managing ineligible company disclosures. At the top, a progress bar indicates 'Step 5 of 7' is active. Below it, a section titled 'Faculty Requirements' contains a list of 'Ineligible Companies'. One company, 'Pfizer', is highlighted with a blue background. To its right is a red 'Mitigate' button. Underneath the company name are two categories: 'Relationships' and 'Teaching and Speaking'. At the bottom of the page are three buttons: 'Add New' (grey), 'Previous Step' (orange), 'Save and Exit' (red), and 'Next Step' (green).

## Step 5 of 7 continued: Ineligible Company Disclosure(s)

Complete the information required for each ineligible company:

1. Select 'Name of Ineligible Company' from the drop-down list provided **OR...**
2. If the company is not in the drop-down option, type the Ineligible Company in the text-box provided
3. Select all applicable relationships regarding the company.
4. Indicate whether or not the relationship ended or is still current.
5. If 'relationship is still current' select how you will mitigate any potential conflict of interest.
6. Once complete, click 'Save and Apply'.

### Faculty Requirements

#### Ineligible Companies

**Name of Ineligible Company:**

Select...

Enter ineligible company name if missing from list above:

Enter name for review

**What is your relationship with the above ineligible company?**

Select at least one

- Employment
- Ownership interest (partnership or stock/stock options in a privately owned company)
- Ownership interest (stock, stock options in a publicly owned company)
- Intellectual property rights (Royalties or patent sales)
- Consulting
- Teaching and Speaking
- Independent contractor (including contracted research)
- Principal or Co-Investigator of funded research
- Board Membership
- Advisor or review panel participant
- Other activities from which remuneration is received or expected

details

**Has the financial relationship ended?**

If the financial relationship existed during the last 24 months, but has now ended, we are required to disclose this to learners but no additional mitigation steps need to be taken.

- Yes - Relationship ended within the past 24 months
- Yes - Relationship ended more than 24 months ago
- No - Relationship is still current

No - Relationship is still current

Please indicate how you will mitigate a potential conflict of interest as a speaker/author/moderator of this activity.  
Select at least one

- All clinical recommendations will be evidence-based and free of commercial bias
- Content will adhere to evidence-based practice guidelines
- Peer-reviewed literature will be used
- Relationship is not relevant to my content

Save

Cancel

## Step 5 of 7 Continued: Ineligible Company Disclosure(s)

Once completed, the disclosure will be displayed under the heading 'Ineligible Companies'.

To revise, click 'edit'. To add additional relationships, click 'add new'. ***Repeat the above process for all financial relationships with Ineligible Companies that occurred within the past 24 months, until list is complete.***

Once complete, click 'Next Step' to continue or 'Save and Exit' if unable to complete presently.

Step 5 of 7

Ineligible company 'Abbott Laboratories' has been added to this disclosure.

| Faculty Requirements          |   |                           |
|-------------------------------|---|---------------------------|
| Ineligible Companies          |   |                           |
| Abbott Laboratories           | <a href="#">Edit</a>  |                           |
| Relationships                 | Consulting  |                           |
| Status                        | Relationship is still current   |                           |
| Mitigation Steps              | All clinical recommendations will be evidence-based and free of commercial bias<br>Content will adhere to evidence-based practice guidelines<br>Peer-reviewed literature will be used |                           |
| <a href="#">Add New</a>       |   |                           |
| <a href="#">Previous Step</a> | <a href="#">Save and Exit</a>   | <a href="#">Next Step</a> |

## Step 6 of 7: Review and Submit Disclosure(s)

Review information and then click 'Submit Disclosure' if correct. This will then go to the Activity Director for review and approval.

If changes are needed, please use the 'Previous Step' button and edit where necessary.

Step 6 of 7

Review Faculty Requirements

Clinical Content

Do you have any financial relationships\* with ineligible companies within the last 24 months? **YES**

I will comply with all applicable HIPAA laws and regulations.

I authorize the Cleveland Clinic Center for Continuing Education (The Center) to record (video and/or audio tape) the presentation(s) and slides for use in a CME activity. I grant The Center license to use my presentation in a future educational activity for the duration of the activity's accreditation period.

Ineligible Company Disclosures

| Ineligible Company  | Relationships | Status                        | Mitigation Steps  |
|---------------------|---------------|-------------------------------|---|
| Abbott Laboratories | Consulting    | Relationship is still current | All clinical recommendations will be evidence-based and free of commercial bias<br>Content will adhere to evidence-based practice guidelines<br>Peer-reviewed literature will be used |

[Previous Step](#) [Submit](#)

## Step 7 of 7: Disclosure Process Complete

Once submitted, the following screen will display.

Step 7 of 7: Disclosure Process Complete

Disclosure Process Complete

Thank you for completing the disclosure process. Your information has been submitted for approval.

[Return to Pending Disclosures](#)

When you return to the 'Pending Disclosures', status will be updated to 'Submitted' which indicates it is waiting on Activity Director review.

myDISCLOSURES 0    DISCLOSURE HISTORY 4    PENDING APPROVALS 0    APPROVAL HISTORY

Recent Disclosures

Click on the activity title to view the details of your disclosure. If you need to edit a previously Submitted or Approved disclosure please contact your project manager or email [mycme@ccf.org](mailto:mycme@ccf.org).

| Activity Title               | Disclosure Date | Role    | Current Status |
|------------------------------|-----------------|---------|----------------|
| <a href="#">FDS Training</a> | 08/25/2015      | Faculty | Submitted      |

Bookmark

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