

Sample Letter for Faculty (Form IVa)

Re: CME Program

Dear

I am pleased that you will be a featured participant in our continuing education program entitled “ _____ ”, to be held on
Date: _____ Location: _____.

Nassau University Medical Center policy conforms to the ACCME/MSSNY guidelines for disclosure. Nassau University Medical Center expects that the content or format of CME activities and related materials will promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

All relevant financial relationships must be disclosed to all learners. Your CME educational material or content cannot include commercial trade names unless equal mention is given to all products in that category.

You are integral to the successful implementation of our efforts to ensure the absence of commercial bias. We require submission of all educational materials that are part of this activity, such as slides, abstracts and handouts for peer review.

The activity in which you are participating may be sponsored by one or more commercial (for profit) organizations; therefore, we require that you complete the attached Faculty disclosure form, which is self-explanatory.

Please include a copy of your biographical data, a course outline and course objective(s).

Nassau University Medical Center physicians and staff are looking forward to your presentation. We thank you for your cooperation.

Sincerely,

Program Director