

## Society of Cardiovascular Anesthesiologists Faculty Guidelines and Requirements

### CME Requirements

As an accredited CME sponsor, the SCA requires that its speakers comply with the ACCME Standards of Commercial Support of CME. Participants must be informed whether this CME activity is being supported by an educational grant from industry.

1. *Returning the completed and signed disclosure statement to the SCA headquarters office is a requirement.*
2. *A disclosure statement or power point slide must be shown prior to all presentations. If the faculty member has nothing to disclose, a statement to that effect should be made.*
3. *If a drug is not FDA approved, this must be explicitly stated. If a drug is approved, but not for the use in which it is being introduced, the discussant must clarify that it is an off-label use of the drug. Unfortunately, this covers almost all drugs. Adherence to this guideline should be valiantly attempted!*
4. *Try to use generic names for drugs, when possible. This will be of great help to our overseas members. If trade names are used, those of several companies should be used rather than only that of a single supporting company.*
5. *Moderators must ensure that disclosure statements are submitted by the deadline.*

### Faculty Summary Guidelines and Deadline.

The SCA is responsible for providing uniform syllabus materials for CME activity participants. These materials should be submitted on disk or CD in Word or WordPerfect or by email. We **DO NOT ACCEPT FAXED SUBMISSIONS**. We **DO NOT ACCEPT JOURNAL ARTICLES**. Please limit your syllabus material to 5 pages including references. If this is a problem for you, please call us immediately so that we can make satisfactory arrangements for your material.

In order to meet our printing deadlines it will be necessary for us to receive your syllabus materials, along with the enclosed forms no later than **February 9, 2004**. You may send them directly to Shannon Lesniak at the SCA office in Richmond.

### Due to SCA Headquarters Office:

- Faculty Disclosure Form due 2/9/04
- Manuscripts/Summaries due 2/9/04
- Audio-Visual Form due 2/9/04
- Complimentary Meeting Registration 2/9/04