



IASLC POLICY ON JOURNAL-BASED CME

Definition of Journal-Based CME

A journal-based CME activity includes the reading of an article (or adapted formats for special needs), a provider stipulated/learner directed phase (that may include reflection, discussion, or debate about the material contained in the article(s) and a requirement for the completion by the learner of a pre-determined set of questions or tasks relating to the content of the material as part of the learning process.

Policy

International Association for the Study of Lung Cancer (IASLC) requires the following practices to be observed with respect to journal-based CME:

- Required ACCME information, typically contained on a *General CME Information* page, must be communicated to the learner prior to the learner beginning the CME activity. This includes the Accreditation Statement, Credit Designation Statement, and Acknowledgement of Commercial Support (if any, since journals usually have advertising that supplants specific article-based support).
- If the journal is online, this information may not be circumvented by the reader by-passing a location containing this information.
- If the journal is in a print medium, this page should be at the front of the journal before the reader encounters the articles receiving CME credit, and may not be placed at the end of the journal in evaluation or post-test pages.

Additional required information is typically article-specific, and is therefore included at the beginning of each article or in a box on the front page of each article. It includes the following information:

- *The author's credentials*
- *The learning objective(s) for the article*
- *Disclosures from the author, other planners, reviewers and any staff editors or writers that have been involved in the content of the article*

The educational content of any article certified for credit by IASLC must be within the ACCME's Definition of CME:

Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession are within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.



It is the policy of IASLC that no element of journal-based CME (content, general CME information, evaluation or post-test) contains advertising or product group messages of a commercial interest. Additionally, disclosure information will not contain trade names.

- Additionally, IASLC requires that every journal article certified for credit comply with the ACCME Essential Areas, Criteria for Accreditation, and policies and *Standards for Commercial Support (SCS)*. <http://www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support>
- Because the ACCME does not consider a journal-based CME activity to have been completed until the learner documents participation in that activity to the provider, IASLC requires that both a post-test and an evaluation is included in each edition of a journal containing certified articles.
NOTE: Including both an evaluation and post-test is beyond what the ACCME requires (they require at least one or both), but it is recommended.
- Post-tests and evaluations may be located at the end of the journal, or the post-test can be appended to the actual article.
- Both post-tests and evaluations are considered part of the educational activity, and their rules regarding placement of advertising apply to these sections. Toward that end and as indicated above, IASLC requires that no advertisements appear within the pages of the post-test and evaluation, and should an advertisement appear on a facing page that it not be from a product discussed in the article's content.

Independence in the Development of Articles

It is the policy of IASLC that articles certified for *AMA PRA Category 1™* credit are planned and written independent of any commercial influence. As such, IASLC requires the following:

- Planners and authors will not obtain input or feedback from any advertiser or supporter associated with the journal and the article in question.
- Authors/planners and all able to influence or control the content of any given CME activity must complete the Financial Commercial and Conflicts of Interest Disclosure Form early in the planning process so the content as well as individual relationships can be reviewed for conflicts of interest (COI), and if COI does exist resolution of the COI can be completed prior to the completion of the journal activity.



- In order to provide a balanced activity that meets the requirements of the *Standards for Commercial Support*, IASLC instructs authors early in the selection process to prepare a fair-balanced presentation that takes into consideration patient safety concerns, physician performance and/or improvements in patient care, content based on evidence acceptable to the profession, fair balance and scientific objectives.
- IASLC will not execute any commercial support letter of agreement (LOA) in which the supporter specifies details of the content of the article, the author that will write the article, or the evaluation methods by which the article is evaluated. Thus, IASLC carefully reviews the clauses contained in any LOA provided by the supporter to ensure that all required language is included, and conversely, that no requirements have been added that are not in compliance with the SCS.

Distribution Sites and Advertising

Should journal articles be available to learners in an online version, it is the policy of IASLC that such websites are thoroughly vetted to ensure that they are not in the control of, or are owned, by a commercial interest. Sites owned or controlled by a commercial interest are not permitted to host or distribute journals or journal articles certified by IASLC.

CME Credit Guidelines for IASLC Journal Reviewers

Statement of Need

International Association for the Study of Lung Cancer (IASLC) has a responsibility to maintain an ongoing knowledge and understanding of the most current issues about lung cancer and other thoracic malignancies to ensure that physicians and other health care practitioners are providing the highest standards of patient care. One method of maintaining that standard is through the manuscript peer review process. The review of manuscripts being considered for publication in the *Journal of Thoracic Oncology (JTO)* provides a platform for reviewers to refine their skills in performing critical analyses of the literature. These reviews increase the quality of the published science by ensuring assessment based on expert perspectives from practice.

Target Audience

The target audience is physicians in clinical practice, research, and public health, which are active in thoracic oncology.

Learning Objectives

Participation in the manuscript peer review process assists the reviewer in his/her ability to:

1) Evaluate how a specific research question or investigational clinical application is formulated and articulated in a manuscript.



- 2) *Evaluate if the research methodology or clinical comparisons of thoracic oncology identified and articulated in a manuscript are appropriate.*
- 3) *Conduct an appropriate review of the literature related to the manuscript and, when available, a review of the evidence-based clinical data related to the manuscript.*
- 4) *Synthesize the review of literature with a thorough evaluation of the manuscript thereby identifying its strengths and areas requiring improvement before acceptance.*

Accreditation Statement

IASLC is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

IASLC designates this Journal-based CME educational activity for a maximum of 3 *AMA PRA Category 1 Credits*[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.

Disclosure of Relevant Financial Relationship(s)

In accordance with ACCME's Standards for Commercial Support of CME, it is the policy of IASLC that all planners, authors, reviewers, et.al. participating in a CME-certified activity are required to disclose to IASLC and participants relevant financial relationships that they or their spouse/life partner have with any commercial interest(s). Relevant financial relationships include financial relationships in any amount occurring within the past 12 months that create a "conflict of interest." Such relationships would typically be with companies that sell health care products or services that are consumed by or used in the treatment of patients. The intent of this disclosure is not to prevent participation in CME-certified activities by individuals with relevant financial relationships with commercial interests, but instead to provide participants with information by which they can make their own determination whether or not said relationship(s) influenced the content of the educational activity.

Reviewer Policy Statement

The practice of peer review is to ensure that good science is published. It is an objective process at the heart of good scholarly publishing and is carried out in all reputable scientific journals. Our referees therefore play a vital role in maintaining the *Journal of Thoracic Oncology* (JTO) high standards, and all manuscripts are peer reviewed following the procedure outlined below. Special issues and/or conference proceedings may have different peer review procedures, involving for example, guest editors, conference organizers or scientific committees. Authors contributing to these projects may receive full details on the peer review process upon request from the editorial office.

Initial manuscript evaluation:

The editor first evaluates all manuscripts. It is rare, but it is entirely feasible for an exceptional manuscript to be accepted at this stage. Those rejected at this stage are outside the aims and



scope of the journal or do not fit the criteria for publication. Those that meet the minimum criteria are passed on to at least 2 experts for review.

Authors of manuscripts rejected at this initial stage will be informed within 2 weeks of receipt.

Type of peer review:

JTO employs single blind review, where the reviewer remains anonymous throughout the process.

How the reviewer is selected:

Reviewers are matched to the paper according to their expertise. Our database is constantly being updated. We welcome suggestions for reviewers from the author, though these recommendations may or may not be used.

Reviewer reports:

Reviewers are asked to evaluate whether the manuscript:

- Is original
- Is methodologically sound
- Follows appropriate ethical guidelines
- Has results which are clearly presented and support the conclusions
- Correctly references previous, relevant work

Reviewers are not expected to correct or copyedit manuscripts. Language correction is not part of the peer review process.

How long does the review process take?

Typically the manuscript will be reviewed within 1 month. Should the reviewers' reports contradict one another, or if a report is unnecessarily delayed, a further expert opinion will be sought. All our reviewers must indicate any Financial Commercial Relationships and Conflicts of Interest. Reviewers may request more than one revision of a manuscript.

Final report:

A final decision to accept or reject the manuscript will be sent to the author along with any recommendations made by reviewers.

Editor's decision is final:



Reviewers advise the Associate Editors and Editor-in-Chief, who is responsible for the final decision to accept or reject the article.

CME Accreditation:

All referees for this journal are eligible for 3 CME points from IASLC. Please refer to www.iaslc.org for additional details on CME accreditation and validation by IASLC.

Process for claiming CME credit

Only reviews received on time (within 14 days of agreement to review) and judged satisfactory by the editors will be eligible for CME credit. The features that contribute most importantly to the quality of manuscript reviews for the *Journal of Thoracic Oncology (JTO)* are adherence to the reviewer form, specificity and accuracy, thoroughness, usefulness of recommendations to editors and authors, tone, and mindfulness of the needs of journal readers and the medical community as a whole.

To conduct a high-quality review, the reviewer should place the current work in the context of existing evidence in the area, describe the unique contributions of the current work, and comment on any inconsistencies of the current work with previous research in the area as well as any methodologic or experimental issues.

To submit a request for CME credit, you must complete the *CME Request Form* and email it to Carlos.Ferreira@iaslc.org within **10 days** of being notified that your review has met the established criteria for CME credit. The email will provide a link to complete the CME evaluation form. Once the evaluation form for the activity is completed, the CME Certificate will be ready for you to print or save for your records.

Independence in CME

It is the mission of IASLC as a provider accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide independent, fair, balanced, bias free, peer reviewed continuing medical education to its members and any other qualified individuals to improve patient care and health care outcomes.

Content Validation

IASLC educational activities are developed to promote improvements in health care delivery and not to promote a specific proprietary interest or commercial interest. Manuscripts should reflect the latest in scientific methods generally accepted by the medical community at-large, be evidence-based and discuss the validity of the evidence upon which they base their opinion(s). This ensures the learner that the recommendations are supported by the evidence and



contributes to the management of any potential conflicts of interest. If the manuscript contains discussion of unlabeled use of a commercial product, this must also be disclosed to the participants. Use of generic names should also be used where possible to contribute to the impartiality. If trade names are included, several names from different companies should also be used.

Evaluation and outcomes measurement

IASLC employs several methods of evaluation to assess the educational program effectiveness. Evaluations are provided to reviewers to assess the educational content and knowledge attained. IASLC's Director of Education and CME Specialist assure that the review meets the established criteria for an acceptable review. Evaluations are reviewed by the Ethics Committee on a quarterly basis to determine the effectiveness of the educational activity.

CME Credit Request for Manuscript Review

Those who serve as manuscript reviewers for *International Association for the Study of Lung Cancer (IASLC)* may claim up to 3 *AMA PRA Category 1 Credits*[™] per review, up to a maximum of five reviews of 15 CME credits per calendar year.

IASLC is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians. IASLC designates this journal review activity for a maximum of 3 *AMA PRA Category 1 Credits*[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity.

The JTO Managing Editor with the approval of the Editor –in-Chief will provide the list of the monthly JTO articles and reviewers to the IASLAC CME Office. Upon receiving the list, the CME specialist will email the reviewers and editors/senior editors the link to complete the mandatory evaluation form and the request the CME.

Please submit only one request per manuscript. Credits are based on the number of hours spent on this review. To claim credit for manuscript review, complete the information below, sign the form and submit to Carlos Ferreira with your manuscript review (Carlos.Ferreira@iaslc.org).





REQUEST FOR JOURNAL BASED CME FORM

Title of Manuscript Reviewed:

Number of Hours Spent on This Review: *(maximum of 3 hours per article)*

I certify that I have completed a review of the above named manuscript, and have earned the indicated number of credits.

Full Name:

Date:

Mailing Address:

Email:

Phone:

For editorial office use only

I certify that the above named manuscript meets IASLC's criteria for CME credit for manuscript review and that the reviewer has met the following criteria for receiving CME credit.

- Adherence to reviewer guidelines
- Specificity and accuracy
- Completeness
- Usefulness of recommendations to both editors and authors
- Tone
- Internal consistency
- Mindfulness of the needs of the readers and medical community as a whole

Signature:

Date:

For IASLC CME office use only

CME Hours Awarded: Initials: Date: