cmp
certified meeting professional
events industry council
CMP-HC standards

Following is the body of knowledge for the CMP-HC, which is a subspeciality associated with the Certified Meeting Professional International Standards (CMP-IS). A person seeking this credential must already hold the CMP. The CMP-HC body of knowledge focuses on the knowledge that is unique to healthcare meetings and includes three domains: Planning, Implementation and Evaluation/Audit. Under each of these Domains are Sub-Domains that include the knowledge a healthcare meeting professional must have to be successful. Many of the knowledge statements below include a practical example of how this knowledge can be used. These examples should not be interpreted as the ONLY way the knowledge can be applied.

domain a. planning 39%

sub-domain 1: medical meeting industry background   20%
knowledge

1. Healthcare professional and healthcare organization as defined by regulatory guidelines.
2. Industry relationships (for example, are competitors attending event?; how are allied organizations involved?)
3. Life cycle of pharmaceutical product and/or medical device (for example, likelihood of FDA approval; impact if not received).
4. Source of standards and guidelines (for example, PhRMA code, EUComed, EFPIA, IFPMA; AAVSB-RACE; ADVAMED, CMSS, IACUC, USDA).
5. Sponsorships and grants as they apply to association, publication, investigator initiated research, continuing medical education (for example, guidelines and restrictions; potential of loss of sponsorship; need to follow grant process).
6. Potentially affected industry stakeholders (for example, pharmaceuticals, medical devices, biologics, orphan drugs, animal health, nutrition, cosmo-pharmaceuticals, allied health [e.g., optometry, dentistry, orthodontics, orthopedics, chiropractics, nurses, radiologic technicians, physician assistants], academic medical institutions, healthcare associations, contract research organizations [CROs], specialty pharmacist, continuing medical education [CME], and medical education non-CME [non credentialing events])
7. Corporate integrity agreement and potential for impact on meeting/event.
8. Anti-kickback, anti-fraud, anti-bribery, off-label, transparency and disclosure laws, implications of violation.

sub-domain 2: meeting management   7%
knowledge

1. Budget and approval process (for example, regulatory requirements, approvals from officials).
2. What is business rationale or business need (for example, strategic goals, promotional such as brand awareness, safety and efficacy of drug, continuing medical education, how impacts patient care).
3. Meeting types – Totally internal (no healthcare provider involved); Internal but has a healthcare provider involved (for example, engagement situation); External with focus on generic information (for example, oncology society meeting); External with information on research before product is announced (for example, clinical research, orphan drug) including affiliate or satellite meetings;

External with product information provided (for example, speaker training meeting, promotional ad boards) including affiliate meetings, satellite meetings.

4. How to follow Standard Operating Procedures (for example, IACUC; animal care and use committee).
5. Agenda (does it meet stated goals and objectives of meeting within regulation parameters).
6. How to satisfy market needs.
7. Contractual agreements inclusions/exclusions (who is responsible for differences from code).
8. RFP and contract issues (for example, non-compete, healthcare regulatory billing requirements).
9. Site selection – business appropriateness (for example, is the facility conducive to laboratory requirements; how will animals be treated?).
10. How to obtain approvals for potential deviations during planning session (for example, associations have wider discretion to work within own organization – limited external approvals desired).
11. Trade show and exhibit regulatory requirements (for example, scientific papers, posters, abstracts).

sub-domain 3: pre-meeting attendee requirements   12%
knowledge

1. Demographics (for example, participant type/role and how applies to the meeting; work in the industry; carry the credential).
2. Fulfillment of obligation (for example, compliance for attendees – did they attend the sessions as required?).
3. How to handle recording of meeting (for example, notice to attendees; contract agreements; intellectual property rights; capture of sessions).
4. Healthcare provider met prerequisites (for example, eligibility to participate, contracted to protect intellectual property).
5. Obligation fulfillment (for example, signing, sign-out sheets; capture license information and add to scanner).
6. Country-specific approvals (for example, employer letter, MDEON, CNOM).
7. Travel criteria and class of service (for example, timing or length of stay; restrictions on category upgrades, restrictions on amenities or recognition of VIP status; government employee per diem restrictions).
8. Compliant venues: hospitality, décor, entertainment. CMP-IS Skill link: Skill 20 Select Site
9. Deviations or exceptions (for example, attendees, travel, hospitality, budget, attendee reimbursement).
10. Speaker compensation (for example, international speaker payments)

domain b. implementation   25%

sub-domain 1: attendee management   13%
knowledge

1. Food cap (for example, role of regulatory and organization rules, if appropriate; what needs to be included, what might be excluded, standard cost methodology, what aggregate and individual payment mean).
2. Opt out (for example, travel, lodging, meals, honoraria; communication of what is sponsored).
3. Registration (for example, pre-registration, registration on site, verification of healthcare provider information such as professional provider identification and specialization).
4. Exception clarification and/or deviation (for example, letter of invitation; welcome and thank you for registering).
5. Monitoring attendance (for example, sign-in, sign-out, RFID tracking, scanning, full- versus part-time attendance; frequency of attendance capture – for the whole event or each session; relationship of attendance and CME).

sub-domain 2: healthcare meeting specifics knowledge   12%

1. Medical demonstration laws and regulations (for example, bringing animal parts to venue, use of cadavers, live demonstration; guidelines for medical waste; IACUC).
2. Handling proprietary meeting materials for the meeting venue (for example, handouts; promotional materials).
3. Physical security (increased requirements for healthcare meeting such as access).
4. Intellectual security (for example, use of social media; confidentiality, brand protection, privacy, signage).

domain c. evaluation/audit   36%

sub-domain 1: data management related to the event knowledge   16%

1. Tracking of sign-in and sign-out, time stamps, fulfillment of obligation (for example, did they attend the session?; linked to original registrations).
2. Reporting healthcare provider expenses.
3. Data reported about attendees (for example, date of meeting, name of manufacturer, job number [unique identifier], type of program, National Provider Identifier (NPI) and state license, participant type, last name, first name, credentials, institution, address 2, city, state, where they practice, where the meeting is held [city, state, country]; expenses: honorarium, airfare, ground transportation, lodging expense, meals, ancillary expenses [taxi, parking, internet, etc.]).
4. Recap report, how business requirements were met; how meeting evaluations are handled in this report.
5. How to report information and to whom (for example, how many no-shows, vendor, manufacturing reps, opt out, government officials).
6. How to file if out of compliance.
7. Deviation report (for example, spouse attendance, compliance breach, exception report).
8. Timeliness and accuracy of reporting based on regulatory requirements.

sub-domain 2: internal and/or external audit and records management knowledge   20%

1. Audit of honoraria payments (for example, what is in contract, documentation for fulfillment of agreement).
2. Transfer of value and transactions (for example, accommodations, food and beverage, travel, expense reimbursement).
3. Receipt management (what is required and how long hold on to them; value of hotel organization of the bill to help with recording).
4. Reconciliation and retention of records (contract, proof of payment, sign-in/sign-out, registration paperwork with online records).
5. Call-for-papers, abstracts, presentations, proceedings documentation used for audit purposes.
6. Grant documentation and reconciliation.
7. Sponsorship documentation and reconciliation.
8. Continuing education credits record.