**ABQAURP CONFLICT OF INTEREST DISCLOSURE FORM**

**ABQAURP Planner/Faculty Guidelines for CME Presentations**

As an accredited provider of the Accreditation Council for Continuing Medical Education (ACCME), ABQAURP must ensure that all CME programs meet all ACCME accreditation requirements and policies while maintaining the highest standards and meeting expectations of its audience.

Below are planner/faculty (herein referred to as "faculty”) guidelines to assist in developing the highest quality educational content and materials. These guidelines also ensure compliance with ABQAURP’s CME policies.

# Scientific Integrity

Individuals giving presentations at CME activities should follow these guidelines to ensure materials are evidence-based, objective, and balanced:

* Presentations must be free of commercial bias for or against any product or services.
* Presentations must give a balanced view of therapeutic options. Faculty use of generic names will contribute to this impartiality. If trade names are used, those of several companies should be used to avoid bias.
* Presentations that include products must present objective information about those products, based on scientific methods generally accepted in the medical community.
* Information presented must conform to the generally accepted standards of experimental design, data collection and analysis.
* If unapproved uses of a product or service are discussed, the audience must be informed.
* The slides included in the presentation should reflect original thoughts of the speaker.
* It is the responsibility of the faculty to obtain written permission for print inclusion of material that is under copyright protection.
* Material presented from clinical trial results must include information on study design, subject selection and participation/compliance, therapeutic agents administered including source/dosage, adverse effects encountered, funding source, etc.
* Faculty must offer a balanced presentation of all available clinical trial data that is pertinent to the topic.
* The data presented from clinical trials should be from peer-reviewed publications.

# Definition and Disclosure of Conflicts of Interest

In order to comply with the ACCME Standards for Commercial Support regarding relationships with commercial interests, ***everyone*** in control of CME content must be familiar with current disclosure policy and procedures:

* + - Faculty (including spouse/partner) must disclose to ABQAURP any relevant financial relationships with a commercial interest - ***A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.***
    - The ACCME does not consider ***providers of clinical service*** directly to patients to be commercial interests - unless the provider of clinical service is owned, or controlled by, an ACCME-defined commercial interest.
    - The ACCME ***exempts*** non-profit or government organizations, non-health care related companies, liability and health insurance providers, group medical practices, for-profit hospitals, rehabilitation centers, nursing homes, blood banks, and diagnostic laboratories. ACCME reserves the right to modify this definition and this list of eligible organizations from time to time without notice.
* Planner’s completed ABQAURP Conflict of Interest Disclosure Forms must be provided to ABQAURP ***before*** planning of the activity begins to ensure no conflict of interest or bias exists.
* All faculty at CME events are required to complete and return the ABQAURP Conflict of Interest Disclosure Form along with biographical data or curriculum vitae (CV) to validate them as a speaker. This completed form must be received a **minimum** of 30 days prior to the activity to allow sufficient time to resolve conflicts of interest. Not all conflicts of interest can be resolved. **Faculty that are employees of, or have any full time appointment with, a commercial interest will not be approved as faculty for CME activities.**
* At the beginning of your presentation, (i.e., title slide), please provide a disclosure statement. Disclosure to the CME audience also includes if the faculty has "nothing to disclose in regard to the content of this presentation".
* Preliminary presentations are required a **minimum** of 30 days in advance to resolve any conflicts of interest. Final presentations are required a **minimum** of 14 days before the conference. CME will be removed from the session/activity if these deadlines are not met.

**Copyright**

CME presenters should keep in mind that while it is legal to copy another’s work for inclusion in a PowerPoint presentation, these slides must not be printed out and distributed.

* This includes all information in print and electronic (CD-ROM, Internet) audio and video formats.
* The distribution of complete journal or other print articles as handouts are generally subject to a license fee for which the presenter would be responsible.
* Providing a bibliographic reference or link to this article is not subject to a license fee and, therefore, is preferable.

# Slides

* Educational material (slides, abstracts, handouts, etc.) **cannot** include commercial company and product logos.
* Do not use identifiable photographs of patient identifiers. Remove or cover all patient identifiers from laboratory studies, x-rays, imaging studies, slides, etc.
* University or hospital logos may be included on the first slide.

# Handouts

Handouts are highly valued by participants because they reinforce and clarify verbal information and aid recall. Here are some things to consider when preparing handouts:

* PowerPoint slides make effective handouts when they are printed in black and white with the background removed.
* PowerPoint slides may be printed with 3, 4, or 6 slides per page depending on the number of slides and the density/clarity of material on the slides.
* Include important ideas and significant information from your presentation.
* Copyright guidelines apply to all educational materials. ABQAURP reserves the right to edit material that will breach copyright laws.

# CME Credit for Presenters

Faculty can earn CME credit for the learning that occurs in the preparation of an original presentation as part of an *AMA PRA Category 1 Credit™* live activity. The formula for granting such credit is *2 AMA PRA Category 1 Credits™* per participant credit (or a 2:1 ratio). Credits are awarded based on time metrics and can be designated in 15 minute increments. No credits are given for repeat presentations of the same material, it is the responsibility of the physician to only claim the credit once, and credit may not be simultaneously earned as both a presenter and learner. Physicians may claim this credit directly from the AMA by completing the Direct Credit Application <http://www.ama-assn.org/resources/doc/cme/x-pub/direct-credit-application.pdf>.

By signing the ABQAURP Conflict of Interest Disclosure Form, I agree to ABQAURP's guidelines for CME presentations.

**ABQAURP CONFLICT OF INTEREST DISCLOSURE FORM**

Complete all applicable fields and return the **signed and dated** form by email to Deb Naser [dnaser@abqaurp.org](mailto:dnaser@abqaurp.org) or fax to 727-569-0195.

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| --- | --- | --- | --- |
| **Name &**  **Employer** |  | **Activity & Presentation Title:** |  |
| **Activity/Conference Host:** |  | **Date(s) of Activity:** |  |

|  |  |
| --- | --- |
| **Purpose:** | The Accreditation Council for Continuing Medical Education (ACCME) requires CME providers identify and resolve all potential conflicts of interest of faculty prior to a CME activity (i.e. all individuals in a position to control the content). When all relevant relationships are disclosed, the planner & faculty must resolve any potential conflicts. Information on the disclosure form must also be conveyed to the audience prior to the activity.  Commercial interests cannot control or influence the content of a CME activity. |
| **Definition:** | “Relevant financial relationships” are those in which an individual (including spouse/domestic partner) has:  A financial relationship (any amount) with a **commercial interest** (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients**) in the past 12 months**, whether the relationship has now ended or is currently active. |

**Check or Circle one or more:**

Presenter Moderator Panel Planner Reviewer Coordinator

***Under the ACCME Standards for Commercial Support, everyone who is in a position to control the content of an educational activity must disclose all financial relationships with any commercial interest. Planners/faculty are NOT allowed to accept any payments or reimbursements from any commercial interest for participating in this activity.***

**In the past 12 months, did you (or your spouse/partner) have a relevant financial relationship with any commercial interest? Check or Circle one.**

YES NO

**If No - Skip to declaration**

**If Yes - List Commercial Interest, what was received, and for what role. Employees of a commercial interest cannot be planners/faculty nor have any control of the content of an ACCME accredited activity.**

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| **Check Appropriate Boxes** | **Commercial Interest**  **(company name, institution, etc.)** | **What was received? (within the past 12 months)** | **For what role? (i.e. management position, inventor, consulting, speaking/teaching, etc.)** |
|  |  | Employee Salary (W-2) |  |
|  |  | Any Full-Time Appointment with a Commercial Interest |  |
|  |  | Royalty, Receipt of Intellectual Property Rights / Patent Holder |  |
|  |  | Ownership Interest (stocks, stock options, or other ownership interest excluding diversified mutual funds) |  |
|  |  | Research Grant |  |
|  |  | Consulting Fees |  |
|  |  | Honoraria |  |
|  |  | Other |  |

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| **DECLARATION** |

1. I will uphold academic standards to insure balance, independence, objectivity, and scientific rigor in my role in the planning, development or presentation of this CME activity. My presentation is to contain no mention of any unapproved or “off-label” use of medications or devices which have not been disclosed here.
2. I agree that my presentation will be free from the control of a commercial interest.
3. I agree to comply with the requirements to protect health information under the Health Insurance Portability & Accountability Act of 1996 (HIPAA).
4. I will inform learners of all relevant financial relationships or the lack thereof before my presentation begins.

Signature Date

This disclosure is intended to protect all parties involved from any potential conflict of interest that may arise**. If your disclosure status changes prior to the activity, you must submit a revised Disclosure Form.** ABQAURP will use our risk management tool to resolve any conflicts of interest and notify you on what action is necessary to remain in control of the CME content and adhere to the *ACCME Standards for Commercial SupportSM*.

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| **ABQAURP CME Office Signature (confirmed no relevant financial relationship or the conflict of interest was resolved):** |

CME Office Signature: Role: \_\_ \_\_\_ Date: