



Disclosure Form for All Individuals in Control of CME Content
 Updated July 2019

Disclosure Policy: A CME provider must ensure that the following decisions were made free of the control of a commercial interest. (a) Identification of CME needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the CME; (e) Selection of educational methods; (f) Evaluation of the activity. An individual must disclose to learners any relevant financial relationship(s), to include the following information: The name of the individual; The name of the commercial interest(s); The nature of the relationship the person has with each commercial interest. The use of employees of ACCME-defined commercial interests as faculty and planners or in other roles where they are in a position to control the content of accredited CME is prohibited, except and only in the case that the content of the CME activity is not related to the business lines or products of their employer and is reviewed and resolved accordingly.

Faculty Member	Planner	Reviewer
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Full Name:	
Activity Name:	
Activity Date:	
Topic(s):	

Definitions of Commercial Interest / Financial Relationships are below:

Yes No Are you an employee/owner of an ACCME-defined commercial interest? {Employees of ACCME-defined commercial interests can control the content of accredited CME activities ONLY when the content of the CME activity is not related to the business lines or products of their employer. Your role and content must be reviewed and resolved through the Education Committee prior to the start of the educational program. If this condition is not met, you will be recused of having a role in this activity}.

Yes No Do you have any relevant financial relationships with an ACCME defined 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. This could include: hyperbaric equipment or supplies; wound care equipment or supplies; transcutaneous oximetry equipment; or any items that may be used on a patient or in conjunction with patient care. The ACCME also includes organizations leasing hyperbaric chambers to be a commercial interest. 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. *(Please note that the ACCME's definition of relevant financial relationships does not include faculty honoraria, even if the activity is commercially supported, since the financial relationship is between the faculty and the CME provider, not between the faculty and the commercial interest.)*

If YES to the above question, please check all the boxes below that are applicable. If you can check all 4 boxes below, you've identified a relevant financial relationship with an ACCME-defined commercial interest that must be resolved before the activity occurs.

- Financial relationship between person in control of content (or their spouse/partner) and an ACCME-defined commercial interest
- Any amount (\$)
- In the past 12 months
- Products/services of the ACCME-defined commercial interest (with which they have the financial relationship) are related to the content of the CME activity

If your answers above identified relevant financial relationships with commercial interest, please identify the company and the nature of the relationship(s) below. This must be disclosed to participants prior to the start of the activity.

Commercial Interest Company Name	Nature of Relationship						
	Membership on Advisory Committee	Royalties	Research Funding	Consultant	Speaker Bureau	Stock or Investment	Other

DEFINITIONS:

Commercial Interest: The ACCME defines a "commercial interest" as 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.



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Financial relationships: Financial relationships are those relationships in which the individual benefits by receiving, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as independent contractor (including contracted research), consulting, promotional speaking and teaching, membership on advisory committees or review panels, board membership, and other activities for which remuneration is received or expected. The ACCME considers relationships of the person involved in the CME activity to also include financial relationships of a spouse or partner.

Relevant financial relationships: Relevant financial relationships are financial relationships in any amount, which occurred in the twelve-month period preceding the time that the individual was asked to assume a role controlling content of the CME activity, and which relate to the content of the educational activity, causing a conflict of interest. The ACCME considers financial relationships to create conflicts of interest in CME when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest. The potential for maintaining or increasing the value of the financial relationship with the commercial interest creates an incentive to influence the content of the CME—an incentive to insert commercial bias. The ACCME has not set a minimum dollar amount for relationships to be considered relevant and does not use the term significant to describe financial relationships. Inherent in any amount is the incentive to maintain or increase the value of the relationship.

Conflict of Interest: Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship.

Please read the following statements carefully and attest you will comply with each of these relevant to your role with a UHMS approved educational program.

1. The content and/or presentation of the information with which I am involved will promote quality or improvements in healthcare and will not promote a specific proprietary business interest of a commercial interest. Content for this activity, including any presentation of therapeutic options, will be well-balanced, evidence-based and unbiased. Trade names should be avoided, but if a trade name must be used, trade names from all available companies will be included for fair representation.
2. I have not and will not accept any honoraria, additional payments or reimbursements beyond that which has been agreed upon directly with the Course Director.
3. I understand that the Course Director/Education Committee may need to review my lecture and/or content prior to the activity and I will provide educational content and resources in advance as requested.
4. If I am providing recommendations involving clinical medicine, they will be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in patient care. All scientific research referred to, reported or used in CME in support of justification of a patient care recommendation will conform to the generally accepted standards of experimental design, data collection and analysis.
5. If I am discussing any product use that is off label, I will disclose that the use or indication in question is not currently approved by the FDA for labeling or advertising.
6. If I have been trained or utilized by a commercial entity or its agent as a speaker (e.g., speaker's bureau) for any commercial interest, the promotional aspects of that presentation will not be included in any way within my lecture.
7. If I am presenting research funded by a commercial company, the information presented will be based on generally accepted scientific principles/ methods, and will not promote the commercial interest of the funding company.
8. I have disclosed all relevant financial relationships and I will disclose this information to learners verbally and on a title powerpoint slide/verbally prior to the start of my presentation that I do not have any financial relationships to disclose or if I do, I will disclose the relationship and its nature prior to the activity.

I have carefully read and considered each item in this form and have completed it to the best of my ability and understand my disclosure obligations as outlined above.

By checking this box and entering my name on the Signature line below, I attest that all information provided on this form is complete and accurate.

Signature of individual in control of content

Date

STOP HERE - BELOW FOR ACTIVITY DIRECTOR/COORDINATOR ONLY TO RESOLVE POTENTIAL CONFLICTS OF INTEREST(S)



BELOW FOR ACTIVITY DIRECTOR/COORDINATOR ONLY TO RESOLVE POTENTIAL CONFLICTS OF INTEREST(S)

NOTE: Disclosures can now be accepted through online collection as long as all of the data on this form is clearly explained and received from all individuals in control of content at any time. The Course Director is responsible for reviewing all disclosure forms and attesting if there are any potential conflicts and specific details of how they were resolved. It is required to submit a spreadsheet with all individuals in control of content disclosures that can be exported from an online collection and submitted with all of the information included. An attestation with electronic signature is acceptable for online collection. Online disclosure forms must be approved by UHMS prior to acceptance.

- The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest(s) to the provider. The ACCME defines "relevant financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest, to include a spouse and/or partner.
An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.
The mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners is below. Please check the mechanism used below to resolve all conflicts prior to the activity and sign and date.
The activity director/coordinator may not sign their own disclosure form. Please have a colleague or mentor sign this page.
Employees/owners of ACCME-defined commercial interests can have no role in the planning or implementation of CME activities related to their products/ services.1 (SCS 1). He/she will be recused of his/her role with this activity if applicable.

Comments -Resolution of potential conflicts:

Table with 2 columns: Resolution method (checkbox) and Description. Rows include: No relevant relationship(s) to resolve; Ensured that clinical recommendations are evidence-based and free of commercial bias; Reassigned faculty's lecture/topic; Provided talking points/outline; Used peer-review of content; Recused individual from controlling aspects of planning and content.

Notes:

Signature of Activity Director/Coordinator _____ Date: _____