



**CHECKLIST for
Speaker/Planner Conflict of Interest Identification and Resolution
Commercial Support Accounting, Disclosure, Acknowledgement
CME Policy May 2005**

Regularly Scheduled Conference (RSC)(i.e., grand rds) _____

Special Conference (annual conf., etc.) _____

Conference Date: _____

Planning Committee: _____

_____**STEP 1**

Planning: All who are in a position to control content have disclosed relevant financial relationships. (Ref. SCS2.1)

Disclosure Completed (date)

Event Planners (by name) _____

Event Speakers _____

_____**STEP 2**

Refusal to Disclose: Individuals who refuse to disclose are disqualified from any role involved in planning, management, presentation, or evaluation (Ref. SCS 2.2) (When applicable).

Disclosure Refusal (date)

Event Planners (by name) _____

Event Speakers _____

_____**STEP 3**

Resolution of identified Conflicts of Interest: Mechanism to identify and resolve conflicts of interest must occur prior to the start of an activity. (Re. SCS 2.3)

For Planners: (by name) _____

(Disclosure Identifies Conflict) Answer the following.

A. Refused to Disclose ___Yes ___NO

B. Disclosed ___Yes ___NO

C. Identified Financial relationship with a commercial interest (past 12 months prior to the activity date) ___Yes ___NO

D. Opportunity to affect content relevant to products or services of that commercial interest. ___Yes ___NO

If Yes to C & D:

1. Choose another planner.
2. Limit the planner to that part of planning not supported by the commercial entity.

For Speakers: (by name) _____

(Disclosure Identifies Conflict) Answer the following.

- A. Refused to Disclose Yes NO
- B. Disclosed Yes NO
- C. Identified Financial relationship with a commercial interest (past 12 months prior to the activity date) Yes NO
- D. Opportunity to affect content relevant to products or services of that commercial interest. Yes NO

If Yes to C & D:

1. Choose another speaker or Conduct the program without Category 1 Credit.

For Presentation Content:

2. Require presentations to be based on formal structured reviews of literature with the inclusion and exclusion criteria states (Evidenced-based).
3. Require presentations to be submitted for peer-review via the planning committee for identification of personal bias or commercial bias, i.e., submitted before the lecture date via email, mail, fax, etc. The time frame for submission will be determined by the planning timeline.
4. Require a neutral party to evaluate and discuss the clinical implications of the content of the presentation before and after the lecture.
5. Ask participants to evaluate the objectivity of the presentation and to identify any perceived commercial bias via the Session Evaluation Form.

STEP 4

Speaker Disclosure to Learners- The disclosure of relevant (or no) financial relationships of those with control of content will be made to learners prior to the beginning of an activity (Ref. SCS 6.1, 6.2).

1. Require the speaker to present disclosure information as a slide before the lecture begins.

2. ____ Require the moderator or activity chairperson to verbally present the disclosure information to the learners before the lecture begins.
3. ____ Present disclosure information via the activity Evaluation Form.
4. ____ Present disclosure information via syllabus insert, poster, brochures, electronic means, website, etc.

____STEP 5

Speaker Honoraria and Expense Reimbursement – Paid in compliance with MUJCESOM CME policy and procedures for Honoraria and Travel Expenses.

(Ref. SCS 3.8).

1. ____ For honoraria each speaker (if applicable) will complete an Independent Contract Agreement before the lecture date.
2. ____ For speaker travel expenses each speaker (if applicable) will complete the CME Travel Form and present with original receipts for reimbursement.

____STEP 6

Signed Letter of Agreement documenting terms of commercial support. (Ref. SCS 3.4-3.6) (When applicable).

1. ____ A completed letter of agreement identifying terms of the commercial support with appropriate signatures-commercial representative, activity chairperson, CME Dean.
2. ____ Utilize a MUJCESOM CME Letter of Agreement.
3. ____ Utilize a commercial company letter of agreement with CME approval.

____STEP 7

Disclosure of source of commercial support to learners prior to the activity. (Ref. SCS 6.3) (When applicable).

1. ____ Require the moderator or activity chairperson to verbally present the acknowledgment of commercial support before the lecture begins.
2. ____ Present commercial support acknowledgement via the activity Evaluation Form.
3. ____ Present commercial support acknowledgement via syllabus insert, poster, brochures, electronic means, website, etc.