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.