



## Disclosure Form to collect <u>All Financial Relationships</u> from Planners, Faculty, Speakers, Course Directors, Coordinators, Others

| Please complete:                | Individual's prospective role(s) in education   |
|---------------------------------|---|
| Name and Professional Title:    | Identify the prospective role(s) that this person may have in the planning and delivery of this education (choose all that apply) |
| Title of Continuing Education:  | Planner<br>Examples: planning committee, staff involved in choosing topics, faculty, or content                                   |
|                                 | Teacher, Instructor, Faculty  |
|                                 | Author, Writer  |
| Date and location of Education: | Reviewer  |
|                                 | Other   |

As a prospective planner or faculty member, we would like to ask for your help in protecting our learning environment from industry influence. Please complete the form below and return it to the Continuing Education (CE) Department at cmedepartment@childrens.harvard.edu by the deadline outlined by the course directors/planners/coordinators or CE staff.

The ACCME Standards for Integrity and Independence require that we disqualify individuals who refuse to provide this information from involvement in the planning and implementation of accredited continuing education. Thank you for your diligence and assistance. If you have questions, please contact us at cmedepartment@childrens.harvard.edu.

## To be Completed by Planner, Faculty, or Others Who May Control Educational Content

Please disclose **all financial relationships** that you have had in the past 24 months with ineligible companies (see definition below). For each financial relationship, enter the name of the ineligible company and the nature of the financial relationship(s). There is no minimum financial threshold; we ask that you disclose all financial relationships, regardless of the amount, with ineligible companies. You should disclose all financial relationships regardless of the potential relevance of each relationship to the education.

| Enter the Name of Ineligible Company  | Enter the Nature of Financial Relationship  | Has the Relationship Ended?  |  |  |  |
|---|---|--|--|--|--|
| An <b>ineligible company</b> is any entity whose<br>primary business is producing, marketing,<br>selling, re-selling, or distributing healthcare<br>products used by or on patients.<br>For specific examples of ineligible companies<br>visit <b>accme.org/standards</b> . | Examples of financial relationships include employee,<br>researcher, consultant, advisor, speaker, independent<br>contractor (including contracted research), royalties or<br>patent beneficiary, executive role, and ownership interest.<br>Individual stocks and stock options should be disclosed;<br>diversified mutual funds do not need to be disclosed.<br>Research funding from ineligible companies should be<br>disclosed by the principal or named investigator even if that<br>individual's institution receives the research grant and<br>manages the funds. | If the financial relationship existed<br>during the last 24 months, but has<br>now ended, please check the box<br>in this column. This will help the<br>education staff determine if any<br>mitigation steps need to be taken. |  |  |  |
| Example: ABC Company  | Consultant  | X  |  |  |  |
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|   |   |  |  |  |  |
| In the past 24 months, I have not had <b>any</b> financial relationships with any ineligible companies.   |   |  |  |  |  |
| I attest that the above information is correct as of this date of submission.   |   |  |  |  |  |





## Form to Identify and Mitigate Relevant Financial Relationships of Planners, Faculty, and Others

**STEP 1**: Review collected information about financial relationships and **exclude owners or employees of ineligible companies** from participating as planners or faculty.

After collecting all financial relationships from prospective planners, faculty, and others, exclude any persons who are owners or employees of ineligible companies. Ineligible companies are those whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients. For information about exceptions to this exclusion, see **accme.org/standards**.

## STEP 2: Determine relevant financial relationships.

Review the information for all persons whom you did not exclude in Step 1 and determine whether each person's financial relationships with ineligible companies are relevant to the content of the education you are planning. Financial relationships are relevant if the following three conditions are met for the prospective person who will control content of the education:

- ✓ A financial relationship, in any amount, exists between the person in control of content and an ineligible company.
- ✓ The financial relationship existed during the past 24 months.
- ✓ The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.

**STEP 3:** Choose a **mitigation strategy** for each person who has a relevant financial relationship and **implement** that strategy before the person assumes their role.

Using the lists below, identify which mitigation strategy(ies) will be used for **all persons** with relevant financial relationships who control the educational content of the educational activity. You may select multiple strategies but be sure to use strategies **appropriate to the role(s)** that each person has. You can also identify your own strategies for mitigation.

Mitigation steps for planners (choose at least one)

✓ Divest the financial relationship

✓ **Divest** the financial relationship

relationships

- ✓ Recusal from controlling aspects of planning and content with which there is a financial relationship
- ✓ Peer review of planning decisions by persons without relevant financial relationships
- ✓ Use other methods (please describe):

✓ Attest that clinical recommendations are evidence-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines)

Mitigation steps for faculty and others (choose at least one)

✓ Peer review of content by persons without relevant financial

✓ Use other methods (please describe):

| A                  | В                      | С  | D                   |
|--------------------|------------------------|--|---------------------|
| NAME OF PERSON     | ROLE(S) IN<br>ACTIVITY | STEP(S) TAKEN TO MITIGATE RELEVANT<br>FINANCIAL RELATIONSHIP | DATE<br>IMPLEMENTED |
| Example: Dr. Jones | Planner                | Recusal from topic/faculty selection                         | 10/28/21            |
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Step 4: Document the mitigation strategy(ies) you used for each person with a relevant financial relationship.