EXPLANATION OF PURPOSE

The University of Utah School of Medicine’s CME Office (UUCME) policy is that everyone in a position to control the content of a CME activity must disclose any relevant financial relationships with commercial interests. UUCME follows all Accreditation Criteria and Standards of Commercial Support set forth by Accreditation Council for Continuing Medical Education (ACCME). Those criteria and standards may be found on ACCME’s website (accme.org). This policy explains how UUCME applies those criteria and standards. Everyone in a position to control content is required to disclose.

UUCME uses a Speaker/Planner Disclosure survey form where individuals report whether they have any relevant relationships to disclose or if they have nothing to disclose. If a relationship is disclosed, the individual can suggest methods for which to resolve the conflict. The Course Director (or other non-conflicted planning member) must resolve the conflict of interest and may take those suggestions into consideration.

All relevant financial relationships must be disclosed to the learners, before an activity begins. Individuals that report no relevant relationships must also disclose and that disclosure is shared with the learners, before an activity begins. UUCME will provide a format for this disclosure for each activity.

If an activity is seeking nursing contact hours through the University of Utah, UUCME may opt to accept the nursing disclosure forms. This is at the discretion of UUCME. If nursing forms are accepted, UUCME staff will verify the appropriate definitions and process are used, require all completed disclosure and resolution forms, and documentation of how disclosure will be made to learners. All forms must be received at least 3 days prior to the activity start.

This ACCME flowsheet is helpful when making decisions concerning personal financial conflicts of interest: “Flowchart for the identification and Resolution of Personal Conflicts of Interest”.

During the planning stages of an activity, with the activity director/coordinator, UUCME may consider if relevant financial relationships are possible given the content of the activity (Decision A in the flowsheet). When content does not relate to products or services consumed by or used on patients or the products or business lines of an ACCME-defined commercial interest, UUCME will provide the wording for a statement indicating no relevant financial relationships are possible and disclosure collection may not be required (as unnecessary). UUCME makes the decision of when to use this process based off information, content, and explanation provided by the planning committee around possible relationships to an ACCME-defined commercial interest. Notes will be made on the Education Plan. In all situations, learners must still be notified of the presence or absence of relevant financial relationships prior to the activity start.

Employees of commercial interests (Decision B in the flowsheet) are prohibited from any role except in three very narrow circumstances (see section on Employees of Commercial Interest in the UUCME Administrative & Education Policy for more information).

All disclosures for planning committee members, presenters, moderators, or others in control of content are completed prior to the activity taking place, with enough time to resolve any conflicts.
A refusal to disclose will automatically disqualify an individual from participation in the activity as a planning committee member, a teacher, or an author of CME, and the person cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

**Best practice tip: When in doubt, contact UUCME for help.**

**EXPECTED TIMELINES**

**PLANNING COMMITTEE:** members submit disclosure ideally before the activity is approved for CME credit.

**PRESENTERS/SPEAKERS/MODERATORS:** best practice is that disclosure is requested and submitted at the time the person accepts the invitation to speak. Disclosure must be received in the UUCME office no later than 5 days prior to activity start.

UUCME recognizes that at times, planning committee members may be added after the activity is approved or that presenters/speakers/moderators may be added to agendas later. Disclosure forms must be completed as soon as possible; typically within three days of these types of changes. A finalized agenda and all disclosure forms must be received within 5 days of the start of any CME activity. If not, CME credit may not be provided for the activity. All disclosures must be received and resolution of any conflict and disclosure to learners MUST be completed prior to the beginning of the activity.

**ACCME DEFINITIONS**

**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.

**FINANCIAL RELATIONSHIPS**
Financial relationships are those relationships in which the individual benefits by receiving a salary, 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 employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership or advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. We consider relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

**RELEVANT FINANCIAL RELATIONSHIPS**
The ACCME defines "relevant financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest. Any relationship that is related to the content of your presentation is considered relevant. The ACCME has not set a minimum dollar amount for relationships to be significant. 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. Providers must resolve conflicts of interest prior the educational activity. A conflict of interest depends on the situation, and not on the character or actions of the individual.

**PROCESS**

**COLLECTING DISCLOSURE INFORMATION, ABOUT THE TOOL**

UUCME uses a Survey Monkey survey to collect disclosures. To access the tool, speakers/planners should follow the link on the UUCME website or the link provided by UUCME coordinators. The disclosure form can be submitted electronically by completing the survey. UUCME will also accept printing the survey, completing and submitting to UUCME via email.

In limited circumstances, UUCME may opt to use verbal or emailed definitions and questions to collect disclosure information. In this case, if UUCME decides to offer this option, the ACCME-definition of a commercial interest will be read and/or emailed along with the specific question asked of all those in control of content. Responses will be documented in the Education Plan, the survey monkey tool, or in the activity file, per UUCME’s discretion.

**USING THE TOOL**

Send the link provided by UUCME to all those in control of content for your activity. This includes all speakers, all planners, all moderators, all panel members; anyone who will be speaking or providing education or content at your activity. Provide a deadline to complete the disclosure. As your deadline approaches, check-in with UUCME to see which disclosures are still needed; follow-up with each speaker. If you do not get a response, ask your Course Director to request the disclosure. Follow up with UUCME with any technical issues or questions.

Sample instructions might be:

Thank you for participating in our educational activity *(name of activity)* on *(date of activity)*. The title or subject of your presentation is *(title/subject)*. We believe that education must be free from any commercial bias and to offer CME credit for your part of the activity, we must disclose any relevant financial relationships to learners. Please complete this short survey regarding your relevant financial relationships as soon as possible, but no later than *(deadline)*.

*Link here*

If you have relationships to disclose, the survey will ask you to suggest possible methods for resolving your conflict. Someone from our planning committee will be in touch, after you complete the survey, to discuss the best ways to manage any conflict.

**Best practice tip:** As you invite speakers/planners/moderators to participate in your activity and they accept, send them the disclosure link along with other confirmation information like their topic or travel instructions. Do not wait until just prior to your activity.
Best practice tip: For RSS, UUCME is happy to take all disclosures at the beginning of the academic year. However, if speakers/moderators/planners are added later into your series, remember to request that additional disclosure, as soon as you know of the addition.

REVIEW DISCLOSURE RESULTS
Watch for information & updates from UUCME. Use the tracking link provided by UUCME to see what we has been completed so far. If requests are made to speakers directly to complete any incomplete disclosure, follow-up with the speaker to be sure that information is completed. Follow up with any speakers who have not completed their forms.

CONFLICT RESOLUTION
When someone discloses a relevant financial relationship, they will be asked to offer suggestions for managing that conflict. UUCME will take that suggestion, the relationship and commercial interest and provide that information to the Course Director (or non-conflicted person). It is the expectation of UUCME that the activity Director (or non-conflicted person) will discuss the conflict with the speaker and together come up with a plan to manage the conflict. As requests are made to resolve conflicts by UUCME, complete these as soon as possible. Resolution of conflicts are most often documented on a separate survey monkey tool that will be sent to Coordinators, though it may also be documented via email or by a verbal note taken by UUCME. Conflicts should be resolved at least 5 days prior to the start of the activity; all conflicts must be resolved one day before the activity or CME credit will be withheld.

DISCLOSING TO THE LEARNER

LIVE COURSES
Live course activity may disclose to learners as part of the syllabus, website or handout material to include the ‘Speaker/Planner Disclosure Summary’. The Disclosure Summary may also be emailed to learners prior to the activity, but copies should also be on hand at the activity. The Disclosure Summary lists each person in control of content by name and reports their disclosure, the nature of the relationship, and the name of the company. The Disclosure Summary also includes those who reported nothing to disclose. For live courses the Disclosure Summary is the most common method and preferred method of informing the learners.

At other times, depending on what has been disclosed by the speakers/planners, summary disclosure statements included on the CME statements page may be used. These may state that no one in control of content has anything to disclose or that the content does not overlap with any products or services of an ACCME-defined commercial interest. UUCME makes the decision as to what is most appropriate for each activity. Disclosing to learners must occur prior to any learning.

Best practice tip: Once you receive the Disclosure Summary from UUCME, email it to learners along with any last minute instructions for your activity.
**UUCME DISCLOSURE POLICY**

*(parking, reminders, etc.). Keep a few physical copies of the Disclosure Summary on hand at the registration table.*

**BACK-UP METHOD (USED RARELY)**

If, for some reason, the Disclosure Summary does not get sent or given to learners prior to the activities, other methods may rarely be used, as a back-up method. In less common circumstances making an announcement prior to a presentation, or inclusion of the disclosure statement on a slide in the presentation are also methods but, are not encouraged. If a verbal announcement is used as disclosure it must be well documented with the person’s name, the company name, and the nature of the relationship. A dated statement from the Director or Coordinator or other UUCME appointed person that they witnessed the disclosure being made will be required. This representative then attests in writing (email is fine) that the disclosure occurred and what was disclosure (name of person, role and name of commercial interest or none). This documentation must be completed within one month of the activity. Resolution of any conflicts of interest must be completed and documented prior to the activity start.

**RSS ACTIVITIES**

UUCME has instituted a flyer methodology as the preferred method of informing learners of the disclosures for anyone in control of content for RSS activities. The flyer for each session is sent to all learners by e-mail prior to the activity taking place. Flyers may also be physically posted. In addition to the flyer, as a last resort (i.e., due to last minute change in speaker) a disclosure can be made verbally, but must be well documented with the person’s name, the company name, and the nature of the relationship as well as a dated statement from the Director or coordinator or other UUCME appointee that they witnessed the disclosure being made. This documentation must be completed within one month of the activity. Resolution of any conflicts of interest must be completed and documented prior to the activity start.

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**Best practice tip:** Once you receive the disclosure statement from UUCME, include it on your flyer template ASAP. Please note that the disclosure statements may change week to week, if your speakers change. Be in early contact with UUCME to be sure you are using the correct statement.

**Best practice tip:** Save your learners from opening attachments. Use the body of your email for the flyer, with the disclosure statements present. No need to also attach a pdf.

**Best practice tip:** Include the UUCME on your flyer distribution list. This way UUCME has easy access to the disclosure documentation.
UUCME Enduring Materials disclosures will be contained on the web site or in printed material that the learner must view prior to engaging with the content of the activity. The exact wording will be provided by UUCME. The method of delivery will be determined during the planning of the material.