



Policy on Disclosure of Relevant Financial Relationships and Mechanism to Identify and Resolve all Conflicts of Interest

The American Academy of CME (Academy) has adopted the following policy for all educational activities which it certifies for physician, pharmacy, nursing, and/or dietitian continuing education.

1. Identify

- a. Any person involved with the planning and delivery of a CME/CE activity, and who has an opportunity to affect the content is required to submit a ***Disclosure of Relevant Financial Relationships Form*** to the Academy, prior to any content development. This includes, but is not limited to, all moderators, faculty/writers/editors, joint sponsoring organization's staff, and/or planning committee members.
- b. This disclosure must be received by the Academy prior to final confirmation of participation either as a planner or faculty/author.
- c. If any person refuses to disclose, they will be disqualified from further participation and can not have control of, or responsibility for, the development, management, presentation, or evaluation of the CME activity.
- d. The Academy staff member responsible for the activity, upon receipt of each Disclosure Form, shall review and determine if a conflict of interest is present utilizing the Academy's *Conflict of Interest Algorithm*. If a conflict is perceived, the Academy must document whatever method is used to address and resolve the conflict of interest.

2. Some Methods of Accepted Resolution

- a. The person having the conflict documents to the Academy that they have divested themselves of the relationship (i.e., consultant, advisory board member, promotional speaker, and such)
- b. In-house Review
 1. A member of the Academy's clinical staff will review presentation slides, abstracts, and any other education/handout materials for appropriate references, level of evidence, fair-balance, and non-commercial interest. Also approved is the use of scientific abstracts or free-standing papers or articles that have previously been peer reviewed or judged against predetermined criteria to ensure the data supports the conclusions before they are accepted for presentation or publication.

c. External Peer Review

1. External validation by an Academy consultant reviewer who has the experience to review the materials and evaluate for clinical relevance, level(s) of evidence, conclusions and document to the Academy the presentation(s) is/are fair balanced, non-biased, and practice recommendations are evidence based.
2. For clinical trial reporting – the reviewer must be able to verify that the conclusions or recommendations based upon a clinical trial data are appropriate and based upon sound scientific evidence.

d. Participation

1. If a conflict cannot be resolved either by divesting the relationship or by the peer review process, the person identified may not be allowed to present clinical recommendations but may present other data or information.
3. Regardless of the method used, there must be documentation of what conflict of interest was identified, the method used to resolve the conflict, and the final outcome of the resolution.
4. When there is a disagreement regarding the identification of a conflict of interest or the Academy's resolution, the matter will be referred to the Academy's Education Advisory Committee for a final determination. All correspondence between the Academy and the Advisory Committee members must be documented.