

**American College of Allergy, Asthma & Immunology**

**CME Compiled Disclosure & Resolution of Conflicts of Interest (COI)  
 <Insert Joint Provider Name>│ <Insert Meeting Title>**

**<Insert Meeting Date(s)> │ <Insert Meeting Location>**

**Deadline:** Return the completed form no later than **3 months *prior*** to the start of the activity.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Activity Role**  *(e.g. Presenter, Moderator, Planner, etc.)* | | **Is there a financial relationship to Disclosure?** | **Commercial Interest**  **Company Name** | **Role Played**  *(e.g. Employee, Independent Contractor, Consulting, Speaking/Teaching, Advisory or Board Committee member, etc.)* | **What was Received**  *(e.g. Salary, Royalty rights, Honorarium, Consulting fee, Stocks, Contracted Research, Intellectual Property, etc.)* | **Does a potential conflict of interest (COI) exist?** | | **How was the COI resolved?**  *(list a minimum of 1 from the full listing below)* |
|  |  |  | |  |  |  |  | |  |
| *Example:*  *Dr. Thomas Jones* | *Speaker & Planner* | | YES  NO | *1.Ethicon*  *2.Medtronic* | *1.Speaker*  *2.Advisory Committee member* | *1.Honorarium*  *2.No financial incentive* | | YES  NO | *Limit the sources, Limit the content* |
|  |  | | YES  NO |  |  |  | | YES  NO |  |
|  |  | | YES  NO |  |  |  | | YES  NO |  |
|  |  | | YES  NO |  |  |  | | YES  NO |  |
|  |  | | YES  NO |  |  |  | | YES  NO |  |
|  |  | | YES  NO |  |  |  | | YES  NO |  |
|  |  | | YES  NO |  |  |  | | YES  NO |  |
|  |  | | YES  NO |  |  |  | | YES  NO |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature of Program Chair/Planning Committee** |  | **Date** |
|  |  |  |
| **Printed Name** |  |  |

**Managing Conflicts of Interest (COI)**

1. **Altering Control Over Content**

An individual’s control of CME content can be altered in several ways to remove the opportunity to effect content related to the products/services of a commercial interest. Any of the following actions may be taken by the program team and/or program chair, chair of the Education Council, CME Committee, etc.

* 1. Limit the content of the presentation materials to that which has been **peer-reviewed** *(and revised as necessary)*, or as developed by the Education Council or Curriculum Development Committee *(i.e. core presentation)*
  2. Limit the content to a report of the findings **without presenting any recommendations** regarding products or services *(e.g. limit presentation to pathophysiology, diagnosis, and/or research findings)*
  3. Limit the sources for presentation materials and clinical recommendations to only those sources that are considered **“best available evidence,”** based on medical and/or scientific literature, etc.
  4. Select another individual to control that part of the content or topic.
  5. Change the activity or presentation materials to reflect a change of focus and/or other areas of content.

1. **Development of Content**

The process of individuals working together to create and monitor activity content *(e.g. Education Council, Curriculum Development Committee, CME Committee, Task Force Planning Committee)* may resolve conflicts of interest by ensuring that no single individual has control over the content development process and that the content is valid, aligned with the interests of the public, and that:

* 1. All the recommendations involving clinical medicine are based on the **best available evidence** *(i.e. evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients)*.

**AND**

* 1. All scientific research referred to, reported, or used in a CME activity in support or as justification of patient care recommendations conforms to the **generally accepted standards** of experimental design, data collection, and analysis.

1. **Educational Planners/Reviewers or those persons in a similar role**
   1. Ensure(s) that any speaker or content suggested, planned, or reviewed is independent of commercial bias.
   2. If necessary, the Planner or Reviewer will recuse themselves from involvement in any specific educational content with which a conflict of interest may cause a bias.

***Actions to be taken for final resolution of conflict of interest (COI) will be approved and directed by the Program Chair, the Planning Committee, or the Education Council, responsible for oversight of the CME activity and will be communicated to each individual, as appropriate.***