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| <p><b>Name of Individual:</b><br/>_____</p> <p><b>Title of Continuing Education Activity:</b><br/>_____</p> <p><b>Date and Location of Education Activity:</b><br/>_____</p> | <p><b>Individual's prospective role(s) in education</b><br/>Identify the prospective role(s) that this person may have in the planning and delivery of this education (<i>choose all that apply</i>)</p> <p><input type="checkbox"/> Planner<br/><i>Examples: planning committee, staff involved in choosing topics, faculty, or content</i></p> <p><input type="checkbox"/> Faculty/Presenter/Speaker</p> <p><input type="checkbox"/> Author</p> <p><input type="checkbox"/> Reviewer</p> <p>Other: _____</p> |
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**To be completed by presenters and authors:** List the presentation titles and 2 or 3 objectives for each presentation. (Planners and reviewers may leave this section blank)

**Presentation Title:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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 your activity planner.

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 Elizabeth Ciccarelli at [eciccarelli@mainephysicians.org](mailto:eciccarelli@mainephysicians.org).

**To be Completed by all Planners, 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.

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

In the past 24 months, I have not had any financial relationships with any ineligible companies. (If the statement above is true, check the box to the left.)

|   |                  |             |
|---|------------------|-------------|
| <b>By signing, I attest that the above information is correct</b> | _____            | _____       |
| <b>as of this date of submission.</b>                             | <b>Signature</b> | <b>Date</b> |

## Glossary of Terms

### Ineligible Company

The ACCME defines an “ineligible company” as any entity producing, marketing, selling, re-selling, or distributing health care products used by or on patients. These companies are ineligible to be accredited in the ACCME System. The ACCME does not consider providers of clinical service directly to patients to be ineligible companies. For more information, see [www.accme.org](http://www.accme.org).

### 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 on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

### Relevant financial relationships

ACCME focuses on financial relationships with ineligible companies in the 24-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. ACCME has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. The ACCME defines “relevant” financial relationships” as financial relationships in any amount occurring within the past 24 months that create a conflict of interest.

### Conflict of Interest

Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of an ineligible company with which he/she has a financial relationship.

## Hanley Center for Health Leadership and Education Statement of Conflict Resolution and Disclosure including Content Validation

In accordance with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education, it is the policy of HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION to ensure balance, independence, objectivity, and scientific rigor in all of its continuing medical education (CME) activities.

HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION requires everyone who is in a position to control the content of a CME activity to disclose all relevant financial relationships with any ineligible company. This information is utilized to 1) determine if a conflict exists, 2) resolve the conflict by initiating a content validation process, and 3) advise learners of this information. Any individual who refuses to (or chooses not to) disclose financial relationships will be disqualified from participating as an instructor, planner or manager and cannot have control of or responsibility for the development, management, presentation, or evaluation of a CME activity certified by HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION. Disclosures received by the HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION from individuals in a position to control CME content are made transparent to learners prior to participating in the activity. HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION discloses the following information to learners: 1) the name of the individual, 2) the name of the ineligible company(ies), and 3) the nature of the relationship the individual has with the ineligible company. HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION also discloses to learners the name(s) of ineligible companies supporting each CME activity. Once a conflict is identified, a content validation process is initiated to ensure that the content or format of the CME activity and related materials will promote improvements or quality in health care and not promote a specific proprietary business interest of an ineligible company. To this end, it is the policy of HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION to conduct an unbiased review of all planned content for CME activities certified for credit to ensure adherence to the ACCME content validation statements and to resolve any actual or perceived conflict of interest that exists. HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION employs three primary metrics to validate CME content: 1) fair balance, 2) the scientific objectivity of studies mentioned in the materials or used as the basis for content, and 3) appropriateness of patient care recommendations made to learners.

### CME Definition

Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public.

### ACCME’s definition of CME content includes:

- Management, for physicians responsible for managing a health care facility
- Educational methodology, for physicians teaching in a medical school
- Practice management, for physicians interested in providing better service to patients
- Coding and reimbursement in a medical practice

All faculty and planners receive this faculty disclosure that communicates the HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION information concerning expectations related to content validation and safeguards against commercial bias which are detailed. An individual presentation or initial draft of a conflicted faculty member’s content are reviewed by a HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION staff member. If there are concerns identified by the content validation process, feedback may be requested from the course director or program chair of HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION.

HANLEY CENTER FOR HEALTH LEADERSHIP AND EDUCATION requests that learners evaluate activities for the potential presence of bias.