



Policy on Identification and Mitigation of Relevant Financial Relationships

The American Academy of CME (Academy) has adopted the following policy for all educational activities which it certifies CME/CE credit.

1. Identification

- a. Any person involved with the planning and delivery of a CME/CE activity (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 involvement in content development. This includes, but is not limited to, all planners, moderators, faculty/writers/editors, joint provider organization's staff.
- 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 cannot have control of, or responsibility for, the development, management, presentation, or evaluation of the CE activity.
- d. The Academy staff member responsible for the activity, upon receipt of each Disclosure Form, shall review and determine if a relevant conflict of interest is present utilizing Academy Policy 9.2 - Conflict of Interest Algorithm. If a relevant conflict of interest (COI) is identified, the Academy must document the method used to address and resolve the COI (if that is possible).

2. Potential Methods of Resolution

Planner

- a. Academy staff member shall serve on the planning committee to monitor planning discussions, including development of learning objectives, agenda/topic selection and speaker recommendations. All planning decisions are made by group consensus which include multiple planners with no COIs. Staff (drawing on their own expertise and judgement as well as the judgement of planners with no COIs) ensure planning decisions are made independent of commercial influence, and that the final objectives and agenda reflect the educational needs of the target audience, and that faculty possess the required expertise for their role(s) in the activity.

Faculty

- b. Divestiture

The person having the relevant COI documents to the Academy that they have divested themselves of the relationship (i.e., consultant, advisory board member, promotional speaker, and such)

c. In-house Review

A member of the Academy's staff will review presentation slides, abstracts, and any other written materials/handout materials for appropriate references, level of evidence, fair-balance, and non-bias. 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.

d. External Peer Review

External validation by an Academy external peer reviewer who has expertise relevant to the activity content. External reviewer will review the materials and evaluate for clinical relevance, level(s) of evidence, conclusions and document to the Academy the material is fair balanced, non-biased, and patient care recommendations are evidence based and reflect best practice.

e. Role Revision

The role of the individual with a relevant COI may be revised so that the conflict no longer relevant.

f. Participation

1. If a relevant COI cannot be resolved either by divesting the relationship or by the review process, the individual will not be allowed to present clinical recommendations but may present other data or information not related to their COI.
2. Employees of an ACCME-defined commercial interest are prohibited from delivering content related to their employers' business lines and products per the ACCME Standards of Commercial Support. There is no acceptable method to resolve this conflict and such individuals will not be permitted to participate in the development or delivery of a CE activity.
3. Regardless of the method used, staff will document the type of relevant COI 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 COI or the Academy's resolution, the matter will be referred to the Academy's Board of Directors for a final determination. All correspondence between the Academy and Board members will be documented.