



Dalhousie CPDME 3-Step Disclosure Process and Samples

As per the *National Standard for Support of Accredited CPD Activities*, anyone who is in a position to shape the agenda or influence the content of an accredited program (e.g., planning committee members, speakers, moderators, facilitators, and authors) must disclose all relationships with for-profit and not-for-profit organizations over the past two years. This information must be disclosed in writing to the program providers (e.g. through a Conflict of Interest (COI) form), and verbally and in writing to the audience (e.g. through disclosure slides).

This document describes the required 3-step disclosure process to disclose COI information to program participants. The intent of this process is to allow participants to make their own judgements about the identified relationships and management strategies.

NOTE: This **does not** replace the required sponsor acknowledgements in the written program materials.

General Information:

- At the start of the program, the chair/facilitator must present the 3-step disclosure for, at a minimum, the overall program.
 - For programs with multiple speakers (e.g. a conference), the overall program disclosures must be presented once at the start of the conference. Speakers need only present their own relationships (or lack thereof) at the start of their presentation.
- Scientific planning committees (SPCs) must take ownership of the content of these disclosure slides to the same extent they do for the rest of the program.
 - SPCs must review and approve the content of steps 1 and 2 for each speaker/facilitator associated with the program. Where potential for conflicts exist, the committee must discuss and approve the management plan outlined on step 3
- Formatting for the slides may vary (e.g. 3 separate slides are not required) as long as all the required information is included.
- A copy of the overall program's disclosure slides must be submitted with the accreditation application.
- For additional information around COIs and disclosures, please see the CFPC's [COI Quick Tips](#)

3-Step Disclosure Process:

Step 1: SPC and/or Presenter Disclosure

- In this step, personal relationships with for-profit and not-for-profit interests must be disclosed for the SPC members and (if applicable) speakers/facilitators.
 - For programs with multiple speakers, the speakers' disclosures need only be presented at the start of their own presentation.
- If an individual has no relationships to disclose, this must be indicated.
 - E.g. Indicate "None" under Relationships with Financial Sponsors
- SPCs must review and approve the content of this slide for each speaker/facilitator. Where potential for conflicts exist, the SPC must discuss and approve the management plan, which must be disclosed in step 3.

Step 2: Disclosure of External Support

- In this step, connections/support for the program/presentation from external entities must be disclosed. This includes educational grants, in-kind services, **and** specific aspects of the SPC/speaker connections that a reasonable participant might consider relevant to the presentation.
- If there is no external support, indicate “No External Support”.

Step 3: Mitigating Potential Bias

- In this step, describe the measures that have been taken to deal with and mitigate potential sources of bias.
- If there are no potential biases identified in steps 1 and 2, indicate “None”.
- If a speaker/facilitator has no relationships that might pose a potential conflict of interest, and the program has been developed without external support, this slide/step may be omitted.

Sample Slides:

Example 1 – Combined Program and Speaker Disclosures

SPC and/or Speaker Disclosure
[insert role, e.g. Presenter]: [insert name] Relationships with financial sponsors: • Any direct financial relationships, including receipt of honoraria: [insert org names] • Membership on advisory boards or speakers’ bureaus: [insert org names] • Patents for drugs or devices: [insert org names] • Other financial relationships/investments: [insert org names] • Or indicate “None”

(Repeat this slide for each individual.)

Disclosure of External Support
This program has received financial support from [organization name] in the form of [describe support—e.g., an educational grant]. This program has received in-kind support from [organization name] in the form of [describe support—e.g., logistical support]. Potential for conflict(s) of interest: Describe any potential conflicts of interest based on above-mentioned financial supports; or indicate “None” • [Speaker/SPC Member name] has received [payment/funding, etc.] from [organization supporting this program and/or organization whose product(s) are being discussed in this program (do not list the products)]. • [Supporting organization name] [developed/licenses/distributes/ benefits from the sale of, etc.] a product that will be discussed in this program.

Mitigating Potential Bias

[Explain how potential sources of bias identified in steps 1 and 2 have been mitigated. Refer to the [Quick Tips](#) document for details. Where there are no potential biases/COIs identified in steps 1 and 2, indicate **Not Applicable** for this step.]

Example 2 – Separate Program and Speaker Disclosures

Overall Program Disclosure

Scientific Planning Committee Disclosures

Name	Affiliations
[insert name]	[insert affiliation details or None]
[insert name]	[insert affiliation details or None]
[insert name]	[insert affiliation details or None]
[insert name]	[insert affiliation details or None]

The Chair reviewed all COI forms from the SPC. The above noted disclosures were felt to represent low risk for conflict and therefore no mitigation strategies were required.

Disclosure of External Support

Sponsors

- This program has received financial or in-kind support from [Insert Organization Names].

In keeping with CMA Guidelines, program content and selection of speakers are the responsibility of the planning committee. Support is directed toward the costs of the course and not to individual speakers.

Potential for conflict(s) of interest:

Describe any potential conflicts of interest based on above-mentioned financial supports; or indicate “None”

- [SPC Member name] has received [payment/funding, etc.] from [organization supporting this program and/or organization whose product(s) are being discussed in this program (do not list the products)].
- [Supporting organization name] [developed/licenses/distributes/ benefits from the sale of, etc.] a product that will be discussed in this program.

Mitigating Potential Bias

[Explain how potential sources of bias identified in steps 1 and 2 have been mitigated. Refer to the [Quick Tips](#) document for details. Where there are no potential biases/COIs identified in steps 1 and 2, indicate **Not Applicable** for this step.]

Presenter Disclosure

Disclosure of Relationships

Presenter: [insert name]

Presenter's relationships with financial sponsors:

- Any direct financial relationships, including receipt of honoraria: [insert org names]
- Membership on advisory boards or speakers' bureaus: [insert org names]
- Patents for drugs or devices: [insert org names]
- Other financial relationships/investments: [insert org names]
- Or indicate "None"

Disclosure of Support

Presenter's external supports:

- [This project and/or speaker name] has received financial support from [organization name] in the form of [describe support—e.g., an educational grant].
- [This project and/or speaker name] has received in-kind support from [organization name] in the form of [describe support—e.g., logistical support].

Potential for conflict(s) of interest:

Describe any potential conflicts of interest based on above-mentioned financial supports; or indicate "None"

- [Speaker name] has received [payment/funding, etc.] from [organization supporting this program and/or organization whose product(s) are being discussed in this program (do not list the products)].
- [Supporting organization name] [developed/licenses/distributes/ benefits from the sale of, etc.] a product that will be discussed in this presentation.

Mitigating Potential Bias

[Explain how potential sources of bias identified in steps 1 and 2 have been mitigated. Refer to the [Quick Tips](#) document for details. Where there are no potential biases/COIs identified in steps 1 and 2, indicate **Not Applicable** on this step.]