DALHOUSIE UNIVERSITY | CONTINUING PROFESSIONAL DEVELOPMENT & MEDICAL EDUCATION

Dalhousie CPDME 3-Step Disclosure Process and Sample

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. 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 facilitator/chair must present the 3-step disclosure.
  - For programs with multiple speakers, the 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
- You can choose how to format the slides (e.g. you do not have to use 3 slides). Just ensure that all the required information is included.
- A copy of the 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 sessions/speakers, the speakers' disclosures need only be presented at the start of their own presentation.
- If an individual has no relationships to disclose, indicate "Not Applicable" 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 committee must discuss and approve the management plan, which must be disclosed in step 3.

Sample Slide Format:

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SPC and/or Presenter 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]

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Step 2: Disclosure of External Support
- In this step, connections/support for the program from external entities must be disclosed. This includes educational grants, in-kind services, **and** specific aspects of the SPC/presenter connections that a reasonable participant might consider relevant to the presentation.
- If your program has not received any external support, indicate "No External Support".

Sample Slide Format:

<div style="border:1px solid black; padding:10px;">

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:
- [Speaker/Faculty 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.

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Step 3: Mitigating Potential Bias
- In this step, describe measures taken by the SPC to deal with and mitigate potential sources of bias.
- If there are no potential biases identified in steps 1 and 2, indicate "Not Applicable".
- 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 Slide Format:

<div style="border:1px solid black; padding:10px;">

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.]

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