
AOA Guide for Commercial

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Accreditation of AOA CME for Commercial Supporters

Introduction

The American Osteopathic Association (AOA) is organized to advance the philosophy and practice of osteopathic medicine by promoting excellence in education, research, and the delivery of quality, cost-effective health care in a distinct, unified profession.

CME Accreditation

The AOA Board of Trustees and AOA House of Delegates have granted the Council on Continuing Medical Education (CCME) the authority:

- To grant accreditation status to osteopathic CME Sponsors according to the guidelines approved by the AOA Board of Trustees;
- To conduct periodic accreditation surveys and on-site surveys of CME sponsors; and
- To approve or deny credit for osteopathic CME.

The AOA Board of Trustees has approved Standards of Accreditation, which includes Quality Guidelines, the *Uniform Guidelines*, and Standards for Osteopathic Category 1-A Programs. The Council on Continuing Medical Edu

essentially no equivalent courses available within the osteopathic profession, and that such recognition will apply to all physicians in that specialty or subspecialty. These courses must be sponsored by an ACCME accredited provider, or AAFP approved. To request consideration of a non-osteopathic course for Category 1-B credit, write to the Division of CME at AOA Headquarters in Chicago and supply a copy of the printed program (or syllabus) and documentation of attendance.

c. Reading the JAOA Journal and other Approved Journals by the CCME and Passing the CME Quiz

Osteopathic physicians can earn 2 hours of AOA Category 1-B credit for reading the JAOA and other approved journals by the CCME and passing

granted Category 2-B credit if they are administrative in nature and are sponsored by an ACCME-sponsor or if the programs are AAFP approved.

Managed care programs are granted Category 1-A if they are sponsored by an AOA-accredited Category 1 CME sponsor and meet the 1-A faculty/hours requirement for AOA Category 1-A credit. Managed care programs are granted Category 1-B credit if they are sponsored by an AOA-accredited Category 1 CME sponsor but the program does not meet the AOA Category 1-A faculty/hour requirement. Managed care programs are granted Category 2-A credit if they are sponsored by an ACCME-sponsor or if the pr

4. Guidelines for Commercial Support of CME Programs Sponsored by AOA–Accredited CME Sponsors

- 1.1 AOA Category 1 credit will be awarded only to programs conducted by AOA accredited CME sponsors.
- 1.2 The CME program must meet the “Standards for Osteopathic Category 1-A Programs” as defined above. CME programs requesting Category 1-A or 1-B credit must meet the following standards. A conference will be deemed to meet the 50% requirement if:
 - (1) At least 50% of the total educational hours are presented by osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time paid faculty appointment at a college of osteopathic medicine, or
 - (2) at least 50% of the presenters are osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time paid faculty appointment at a college of osteopathic medicine
- 1.3 A written agreement is required between the commercial supporter(s) and the accredited sponsor(s), and must state that the purpose of the program is for continuing medical education and that control of the content, faculty, educational methods and materials is the responsibility of the accredited sponsor.
- 1.4 The accredited sponsor may obtain information that will assist in planning and producing an educational activity from any outside source, whether commercial or not, for example: faculty recommendations, preparation of conference related educational materials, marketing CME activities to the medical community, or logistical assistance at the activities themselves. However, requests for such assistance cannot be a condition of support for an activity; and, any assistance accepted by the CME sponsor cannot advance the specific proprietary interests of the commercial supporter.
- 1.5 If the CME sponsor agrees to permit exhibits or commercial activity as part of an overall program, such arrangements should not influence planning nor interfere with the presentation of the CME activity
- 1.6 No commercial promotional materials shall be displayed or distributed in the same room as the CME activity.
- 1.7 Representatives of commercial supporters may attend an educational activity, but may not engage in promotional activities while in the room where the CME activity takes place.
- 1.8 Description of unlabeled or investigational uses not yet approved of medications must be identified as such, and all such information shall be objective and scientifically rigorous.

- 1.9 There must be a meaningful opportunity for participants to debate or discuss if the program is a live presentation.

5. Enduring Materials

- 2.1 CME credit may be granted enduring materials that meet the same requirements as “Faculty Development Programs” described above, i.e., that are sponsored by an AOA accredited CME sponsor and provide a faculty of which 50% of the faculty/authors (1) at least 50% of the total educational hours are presented by osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time faculty appointment at a college of osteopathic medicine, or (2) at least 50% of the presenters are osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time faculty appointment at a college of osteopathic medicine.
- 2.2 Such enduring materials can include printed monographs, audio-and videotapes, CD-ROMS, archived online materials, and other electronic teaching aids, which are most often intended for CME self-study.
- 2.3 Credit will be awarded at the rate of one (1) credit per hour of direct participation if an accompanying CME quiz is completed with a passing grade of 70%, and the sponsor confirms this to the AOA.
- 2.4 Requests for certification of enduring materials beside those planned and executed by an AOA accredited CME sponsor should be submitted to the AOA Division of CME for review by the AOA Editor-in-Chief, who will make a recommendation to the Council on Continuing Medical Education. This process will ordinarily take approximately 30 days.

Listing of AOA Accredited CME Sponsors

Alabama Osteopathic Medical Association

Robert Coleman, D.O.

President

3079-A Palisades Court

Tuscaloosa, AL 35405

205-562-2245

Alaska Osteopathic Medical Association

Jim C. Sanders, DO

President

245 N. Brinkley Street, Ste. 201

Soldonta, AL 99669

907-262-7700

Altoona Hospital

Robert F. Barnes, M.D.

Director of Medical Education, Acting

620 Howard Avenue

Altoona, PA 16601-4899

814-946-2263

American Academy of Osteopathy

Diane Finley

Associate Executive Director

3500 DePauw Blvd. #1080

Indianapolis, IN 46268

317-879-1881

American College of Osteopathic Emergency Physicians

Janice Wachtler

Executive Director

142 East Ontario Street, Suite 1250

Chicago, IL 60611

312-587-3709

American College of Osteopathic Family Physicians

Patt L. Moskal, CEM/CMP

Director of Meetings and Exhibits

330 East Algonquin Road, Suite 1

Arlington Heights, IL 60005

800-509-9204; 847-952-5102

American College of Osteopathic Internists

Susan Karicher

Director of Administration and Finance

3 Bethesda Metro Center, Suite 508

Bethesda, MD 20814

800-327-5183; 301-656-8877

American College of Osteopathic Neurologists & Psychiatrists

Sue Wesserling

Executive Assistant

28595 Orchard Lake Road, Suite 200

Farmington Hills, MI 48334-2977

248-553-0010 Ext. 295

American College of Osteopathic Obstetricians/Gynecologists

Jaki Holzer

Administrator

900 Auburn Road

Pontiac, MI 48342-3365

248-332-6360

American College of Osteopathic Pediatricians

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Assistant Director, Management
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142 E. Ontario Street

Chicago, IL 60611

1-877-231-ACOP

American College of Osteopathic Sclerotherapeutic Pain Management

Linda Pavina

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Middletown, DE 19709

302-376-8080

American College of Osteopathic Surgeons

Jennifer Colwell

Director of Education & Meetings Services

123 North Henry Street

Alexandria, VA 22314-2903

703-684-0416 x202

**American Osteopathic Academy of Addiction
Medicine**

Elizabeth Harano
Assistant Director, Management
Services
142 E. Ontario
Chicago, IL 60611
312-202-8183

**American Osteopathic Academy of
Orthopedics**

Morton J. Morris, D.O., J.D.
Executive Director
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Davie, FL 33329-1690
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**American Osteopathic Academy of Sports
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**American Osteopathic Association Bureau of
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**American Osteopathic College of
Anesthesiologists**

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**American Osteopathic Family Physicians-
California Division**

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2120 Profet8n

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Colorado Springs Osteopathic Foundation

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Columbia Hospital

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Doctors Hospital North

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419-626-7523; 419-627-6740

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Mikell D. Bounds
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Union Hospital

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Westview Hospital

Darci Sieracki
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Excerpted from the AOA Manual for Accreditation of AOA Category 1 CME Sponsors

2. Standards of Accreditation

This chapter defines the standards of accreditation of Category 1 CME sponsors. Section 1 presents AOA's CME quality standards. Section 2 presents the *Uniform Guidelines for Accrediting Agencies of Continuing Medical Education*

that sound educational goal planning takes place in all programs (AOA Board of Trustees

2.2.2.4 Enduring Materials - An accredited sponsor that offers instructional materials, that in themselves constitute a planned activity of CME, shall develop and administer those materials entirely according to these "Uniform Guidelines".

2.2.2.5 Funding Arrangements - The ultimate decision regarding funding arrangements for CME activities must be the responsibility of the accredited sponsor. Funds from a commercial source should be in the form of an educational grant for the support of programming made payable to the accredited sponsor. The terms of the grant must be set forth in a written agreement. There shall be no other funds paid to faculty, CME program directors, or others involved with the supported program except as provided in the written agreement. All support associated with an educational activity must be made under the direction of, and with the full knowledge and approval of, the accredited sponsor.

Payment of reasonable honoraria and reimbursement of out-of-pocket expenses for faculty is customary and proper. Commercial support must be acknowledged in printed announcements and brochures; however, reference must not be made to specific commercial products. Following the CME activity, upon request, the accredited sponsor must be prepared to report to each commercial supporter, information concerning the expenditure of funds each has provided.

2.2.2.6 Marketing CME Activities - A CME sponsor may authorize a commercial supporter to disseminate to the medical community information about a CME activity. However, the content of such information must always be explicitly approved by, but not necessarily prepared by, the accredited sponsor, and must always identify the educational activity as produced by the accredited sponsor.

2.2.2.7 Expenses for Attendees - In connection with an educational activity, it is not permissible to use funds originating from a commercial source to pay travel, lodging, registration fees, honoraria, or personal expenses for non-faculty attendees. Subsidies for hospitality should not be provided outside of modest meals or social events that are held as a part of the educational activity.

Scholarship or other special funding to permit medical students, interns, or residents and fellows to attend selected educational conferences may be provided, as long as the selection of students, interns or residents and fellows who will receive the funds is made either by the academic or training institution, or by the accredited sponsor, with the full concurrence of the academic or training institution.

2.2.3 Educational Standards and Practices

2.2.3.1 Needs Assessment - An accredited sponsor shall systematically identify the CME needs of prospective participants and use that information in planning CME activities.

2.2.3.2 Objectives - An accredited sponsor shall, for each CME event, develop objectives based on identified educational needs.

2.2.3.3 Educational Design

2.2.3.3.1 Objectives Influence Design - An accredited sponsor shall use the objectives developed for an educational activity to select the content, and design the educational methods, for that activity.

2.2.3.3.2 Basic design requirements for CME activities - In designing educational activities, the accredited sponsor must assure that the activities have the following characteristics:

They must be free of bias for or against any commercial product;

They must be designed and produced so that content and educational methods are ultimately determined by the audience.

2.2.4 Other Guidelines for Relationships between Accredited Sponsors and Commercial Supporters of CME

2.2.4.1 Communicating Results of Scientific Research – Objective, rigorous, scientific research conducted by commercial companies is an essential part of the process of developing new pharmaceutical or other medical products or devices. It is highly desirable that direct reports of such research be communicated to the medical community. An offer by a commercial supporter to provide a presentation reporting the results of scientific research shall be accompanied by a detailed outline of the presentation which shall be used by the accredited sponsor to confirm the scientific objectivity of the presentation. Such information must conform to the generally accepted standards of experimental design, data collection and analysis.

2.2.4.2 Disclosure – An accredited sponsor shall have a policy requiring disclosure of the existence of any significant financial interest or other relationship a CME faculty member or the sponsor has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation. All approved CME activities shall conform to this policy.

Such faculty or accredited sponsor relationship with commercial supporters shall be disclosed to participants prior to educational activities in brief statements in the conference (during the introduction of a speaker) and in conference materials such as brochures, syllabi, exhibits, poster sessions and post meeting publications.

In the case of a regularly scheduled event, such as grand rounds, disclosure shall be made by the moderator of the activity after consultation with the faculty member or a representative of the accredited sponsor. Written documentation that disclosure information was given to participants shall be entered in the file for that activity.

2.2.4.3 Off-label uses of products – When an off-label use of a product, or an investigational use not yet approved for any purpose, is discussed during an educational activity, the accredited sponsor shall require the speaker to disclose that the product is not labeled for the use under discussion, or that the product is still investigational. Discussions of such uses shall focus on those uses that have been subject of objective investigation.

2.2.4.4 Activities that are repeated many times – An accredited sponsor that offers educational activities that are repeated many times shall disclose the nature of the activity, that the activity is repeated many times, and the frequency of the activity. The disclosure shall be made in the syllabus or other educational materials. The disclosure shall be made in the syllabus or other educational materials. The disclosure shall be made in the syllabus or other educational materials.

No mention of specific products in the acknowledgement of commercial support, even if they are not related to the topic of the CME program.

The use of hidden technical mechanisms for transferring learning data (cookies) be prohibited.

AOA accredited provider does not host CME programs on a pharmaceutical or device manufacturer's website.

3. Standards for Osteopathic Category 1-A Programs

CME programs requesting Category 1-A or 1-B credit must meet the following standards:

- 3.1** (1) At least 50% of the total educational hours are presented by osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time paid faculty appointment at a college of osteopathic medicine, or
- (2) at least 50% of the presenters are osteopathic physicians, or MD's, PhD's, or other professionals with graduate degrees who hold a full-time paid faculty appointment at a college of osteopathic medicine

The AOA Council has been authorized by the AOA Board of Trustees to review and grant exemption from this requirement for any CME program sponsored by a specialty college or society, or any program for which the audience will consist largely of non-family practice physicians. Such review will occur only on a program-by-program basis. Exemption is solely at the discretion of the AOA Council. A copy of the procedures for requesting this exemption may be obtained from the AOA Division of CME (Resolution. 43 (A/94)).

- 3.2** The sponsor must provide evidence of integrating osteopathic principles and practice into the program.
- 3.3** The sponsor shall identify and use presenters who will teach in a planned program. The suggested criteria for presented selection include:
- A. Appropriate Credentials
 - B. Competence as a teacher
 - C. Knowledge of content area
 - D. Qualification by experience
- 3.4** The sponsor must provide the AOA with the name and telephone number of the provider responsible for administration of Category 1-A CME activities.

- 3.7 Maintenance and availability of records of participation in CME activities should be adequate to serve the needs of participants and others requiring this information.
- 3.8 The participants, upon their request, must be provided with a certificate or some other document attesting to the satisfactory completion of the CME activity.
- 3.9 The sponsor must have a written policy dealing with procedures for the management of grievances and fee refunds.
- 3.10 The sponsor should assure that a sound financial base is established for the planned CME programs and activities. Budget planning for CME should be clearly projected. The program should not be presented for the sole purpose of profit.
- 3.11 An appropriate number of qualified faculty for each activity shall be secured by the sponsor.
- 3.12 Adequate supportive personnel to assist with administrative matters and technical assistance shall be available.
- 3.13 The sponsor provides a means for adequately monitoring the quality of faculty presentations.
- 3.14 The sponsor must insure adequate program participant evaluation as suggested in the quality standards.
- 3.15 AOA accredited CME sponsors shall comply with the Uniform Guidelines for Accrediting Agencies of CME as adopted by the AOA.
- 3.16 Moderators will not be considered faculty if they simply introduce speakers and their topics. To fulfill the definition of faculty, they must actively participate in the educational program.
- 3.17 Some formal educational programs co-sponsored by accredited osteopathic institutions and organizations may be eligible for Category 1-A credit, depending on individual circumstances.
- 3.18 The FDA has ruled that a CME sponsor who can demonstrate administrative hardship may allow

Definitions

Terms used in this Manual are related to the Federal Food, Drug, and Cosmetic Act, the Uniform Guidelines, and the Accreditation Requirements for AOA Category 1 CME Sponsors.

This list of terms has been compiled to furnish users of the document, American Osteopathic Association Accreditation Requirements for AOA Category 1 CME Sponsors, with a common terminology. The availability of the glossary, it is hoped, will lead to a clear understanding of the intent of these Requirements and Guidelines.

Accredited Sponsor - An AOA-CME sponsor is an institution, organization or affiliate that is accredited by the AOA Council on CME to present programs that qualify for AOA-CME category 1 credit.

Accredited sponsors have the discretion of allowing other non-AOA accredited organizations, termed "Providers" to conduct CME programs under their accreditation status. It is the Accredited Sponsor's responsibility to ensure that the Provider's programs will follow the AOA Category 1 CME Requirements.

Accrediting Organizations - The FDA, in exercise of its administrative discretion, will seek to rely to the extent possible on major accrediting organizations to monitor company-supported educational activities conducted by their accredited providers and ensure that such activities are independent and nonpromotional.

Advertisement - Being generally applied to the universe of industry promotional activities designed to provide information on regulated products, but do not fall within the definition of labeling. The promotion of an off-label use, whether or not in a form deemed to be an advertisement, may give rise to a violation of the labeling provisions of the Act.

Agency - Food and Drug Administration (FDA)

Agency Policy - Covers not only human drugs, which were the subject of the concept paper, but also covers devices, biologics, and veterinary medicines, which are all subject to regulation with regard to labeling and advertising.

CME Sponsor - A CME sponsor is an institution, organization or affiliate that is accredited by the AOA Council on CME to present programs that qualify for AOA-CME Category 1 credit.

Enduring Materials - Commercially supported enduring materials are planned educational programs and materials designed and developed with financial or other support from commercial interests, and used for CME purposes beyond their initial presentation. Such enduring materials include printed, photographed, or electronically modulated programs and materials, such as, but not limited to, printed educational material, audio cassettes, video cassettes, computer assisted instruction, broadcast by television or radio of any type, and electronic teaching aids.

Labeling - Include not only product labels but also other written, printed, or graphic matter that "accompanies" a product.

Needs Assessment - A needs assessment is an analysis of the type of CME that is needed by the intended audience for a CME program which has been proposed or conducted. The results of a needs

assessment are used in the design and planning of the content and delivery modality for CME programs.

Osteopathic Faculty - The Category 1 CME Sponsor shall provide a faculty of which at least 50% of the presenters are: (1) osteopathic physicians, or (2) MDs, PhDs, or other professionals with graduate degrees who hold a full-time faculty appointment at a college of osteopathic medicine.

Osteopathic Manipulative Treatment (OMT) – Hands-on treatment where osteopathic physicians (D.O.s) use their hands to examine the back and other parts of the body such as joints, tendons, ligaments and muscles, for pain and restriction during motion that could signal an injury or impaired function.

Osteopathic Medicine – Treating the patient as a “whole” person, instead of just treating specific symptoms.

Physician - A physician is a healthcare provider who is licensed to practice medicine and surgery in all its branches. In the United States, osteopathic physicians (D.O.s) and allopathic physicians (M.D.s) are the two recognized types of physicians under this definition. This type of physician is also described as having full practice privileges, and is sometimes referred to as a “complete” physician. Each state will have laws which define the practice privileges of various healthcare providers, and which may permit these providers to use the physician descriptor when referring to their practices.

Presenter - A presenter at an AOA-accredited CME program is an individual who chairs a portion of the program or who delivers a lecture or other formal portion of the program.

Program - A formal educational program presented in a live setting.

Program Sponsor - A program sponsor is an organization which is recognized by non-AOA accreditor(s) and/or offers CME programs recognized by non-AOA organizations. An example of one such accrediting agency is the Accreditation Council for Continuing Medical Education (ACCME) which accredits CME sponsors, but does not approve individual programs. The American Academy of Family Physicians (AAFP) approves individual programs, but does not accredit sponsors.

Regulated Industry - Persons or entities that manufacture, sell, or conduct research on human and animal drugs, biological products, and medical devices.

Safe Harbor - Scientific and educational activities that are supported by the regulated industry but are independent of promotional influences that may emanate from the supporting companies. Within the perimeters of the safe harbor, activities may be funded by the regulated industry, may be designed to provide information on the use of regulated products, and yet be left free from regulation under the labeling and advertising provisions of the Federal Food, Drug, and Cosmetic Act.

Safe harbor is based not on a distinction between promotion and education, but rather on a distinction between activities that are subject to influence by the regulated industry and independent activities that are free from promotional influences. Educational value does not provide a safe harbor from agency regulation; educational activities that are designed or influenced by the regulated industry, even if of the highest educational quality, are subject to regulation.

The general characteristics of the traditional safe harbor for industry-supported scientific and educational activities are (1) an understanding between the provider and supporting company that the activity is to be a scientific or educational activity, and not designed to promote the supporting company's product, (2) functional independence on the part of the provider from influence over content by the supporting company, and (3) adequate disclosure of supporting company involvement.

Sponsors Overall Program - The range and scope of CME (clinical educational) activities which are offered by an AOA accredited CME sponsor.

Staff Physician - A staff physician is a physician who has been given practice privileges at a healthcare facility. Such privileges are granted after review of credentials which include: license to practice; completion of postdoctoral education; attainment of certification.

Uniform Guidelines - Uniform Guidelines for Accrediting Agencies of Continuing Medical Education as adopted by the AOA.

Written Agreement - Companies and providers who wish to ensure that their activities will not be subject to regulation should design and carry out their activities based on written agreement between the company and the provider documenting that the provider will be solely responsible for designing and conducting the activity, and that the program will be educational and non-promotional in nature.

The written agreement shall provide for appropriate disclosure. If the company abides by such an agreement and does not otherwise circumvent the purpose of the agreement, the FDA does not intend to regulate the activity under the labeling and advertising provisions of the Federal Food, Drug, and Cosmetic Act.

Appendix A – Sample Commercial Support Form

Letter of Agreement Regarding Terms, Conditions and Purposes of an Educational Grant

between _____ (Accredited Sponsor) and _____ (Company)

Title of CME Activity _____

Location _____ Date(s) _____

Company (name/Branch) _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____ Contact Person _____

The above Company wishes to provide support for the named continuing medical education activity by means of (indicate which option):

1. Unrestricted educational grant for support of the CME activity in the amount of \$ _____

2. Restricted grant to reimburse expenses for:

A. Speaker(s) 1) _____

2) _____

To include all Expenses _____ Travel Only _____ Honorarium Only _____
(Honorarium Amount to be determined by Course Director)

B. Support for catering functions (specify) _____
in the amount of \$ _____ (see 10.d. on the back of this agreement)

C. Other (e.g. equipment loan, brochure distribution, etc.) _____

CONDITIONS

1. Statement of Purpose: program is for scientific and educational purposes only and will not promote the Company's products, directly or indirectly.
2. Control of Content & Selection of Presenters & Moderators: Accredited Sponsor is ultimately responsible for control of content and selection of presenters and moderators. Company, or its agents, will respond only to Accredited Sponsor initiated requests for suggestions of presenters or sources of possible presenters. Company will suggest more than one name (if possible); will provide speaker qualifications, will disclose financial or other relationships between Company and speaker, and will provide this information in writing. Accredited Sponsor will record role of Company, or its agents, in suggesting presenter(s); will seek suggestions from other sources, and will make selection of presenter(s) based on balance and independence.
3. Disclosure of Financial Relationships: Accredited Sponsor will ensure disclosure to the audience of (a) Company funding and (b) any significant relationship between the Accredited Sponsor and

- the Company (e.g. grant: recipient) or between individual speakers or moderators and the Company.
4. Involvement in Content: there will be no “scripting,” emphasis, or influence on content by the Company or its agents.
 5. Ancillary Promotional Activities: no promotional activities will be permitted in the same room or oblique path as the educational activity. No product advertisements will be permitted in the program room.
 6. Objectivity & Balances: Accredited Sponsor will make every effort to ensure that data regarding the Company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
 7. Limitations of Data: Accredited Sponsor will ensure, to the extent possible, disclosure of limitations of data, e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion.
 8. Discussion of Unapproved Uses: Accredited Sponsor will require that presenters disclose when a product is not approved in the United States for the use under discussion.

Appendix B – Faculty Disclosure Form

Faculty Disclosure Declaration

It is the policy of the _____ to insure balance, independence, objectivity, and scientific rigor in all its individually sponsored or jointly sponsored educational programs. All faculty participating in any _____ sponsored programs are expected to disclose to the program audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the continuing education program. This pertains to relationships with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. The intent of this policy is not to prevent a speaker with a potential conflict of interest from making a presentation. It is merely intended that any potential conflict should be identified openly so that the listeners may form their own judgements about the presentation with the full disclosure of the facts. It remains for the audience to determine whether the speaker's outside interests may reflect a possible bias in either the exposition or the conclusions presented.

CME PROGRAM: _____

DATE: _____

TITLE OF PRESENTATION: _____

PRESENTER'S NAME: _____

(please print or type)

I have no actual or potential conflict of interest in relation to this program or presentation.

Signature Date

I have a financial interest/arrangement or affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of this presentation.

<u>Affiliation/Financial Interest</u>	<u>Name of Organization(s)</u>
Grant/Research Support	_____
Consultant	_____
Speakers' Bureau	_____
Major Stock Shareholder	_____
Other Financial or Material Support	_____

Signature Date

Your cooperation in complying with this standard is appreciated. Please return this form as soon as possible to the program director or Office of Continuing Education.