



DISCLOSURE OF CONFLICT OF INTEREST

The disclosure process is derived from the UBC CPD Guidelines for Support which, based on the National Standard for Support of Accredited CPD activities, describes the process and requirements for gathering, managing, and disclosing conflicts of interest (COI) of members of the scientific planning committee (SPC), speakers, moderators, facilitators and authors to participants:

UBC CPD Guidelines for Support Element 3: Conflict of Interest

- 3.1 All members of the SPC, speakers, moderators, facilitators and authors must provide written description of all relationships with for-profit and not-for-profit organizations over the previous two (2) years, including (but is not necessarily limited to):
- any direct financial payments including honoraria;
 - membership on advisory boards or speakers' bureaus;
 - grants and/or awards for clinical trials or other research;
 - patents on any drug, product or device, and
 - all other investments or relationships that could be seen by a reasonable, well-informed participant as having potential to influence the content of the CPD activity.

Conflict of Interest Disclosures of all SPC members must be completed, signed and received by UBC CPD at the time of accreditation and/or certification.

- 3.2 The SPC is responsible to collect and review all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity to determine whether action is required to manage potential or real conflicts of interest. The SPC must also have procedures in place to be followed if a conflict of interest comes to its attention prior to or during the CPD activity. In many cases, ensuring that the conflict with description of management is fully disclosed to program participants will be adequate. Other appropriate COI management strategies include:
- The presenter is asked to present on a different subject.
 - The presenter alters their financial relationship.
 - The presenter relinquishes control of content of the presentation.
 - Independent expert content review is obtained.
 - On rare occasions, a speaker or SPC member may need to be replaced.
- 3.3 All members of the SPC, speakers, moderators, facilitators, authors must disclose to participants their relationships as described in sub-element 3.1, above. Management of potential sources of bias must also be described to participants of the CPD activity. If no relationships exist, the statement "I have nothing to disclose" is used.
- 3.4 Any individual who fails to disclose their relationships as described in sub-elements 3.1 through 3.3 cannot participate as a member of the SPC, speaker, moderator, facilitator or author of an accredited and/or certified CPD activity. Disclosures are required regardless of whether or not a CPD activity has financial support.
- 3.5 All disclosures must be made available to participants in program materials. Speakers must additionally disclose conflicts both verbally and in writing on a slide at the beginning of a presentation. If slides will not be used disclosures must be included in written program.



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Role

My role(s) in the CPD activity: (check all that apply)

- SPC Member Speaker Moderator Facilitator Author Other _____

Financial Relationships

Select one of the following statements:

- I do not have a relationship (financial or otherwise) with for-profit or not-for-profit organizations.
 I have/had a relationship (financial or otherwise) with for-profit or not-for-profit organizations.

	Nature of relationship(s) (past 2 years)	Name of for-profit or not-for-profit organization(s)	Description of relationship(s)
A	Any direct financial payments including receipt of honoraria		
B	Membership on advisory boards or speakers' bureaus		
C	Funded grants, research, or clinical trials		
D	Patents on a drug, product or device		
E	All other investments or relationships that could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity		

SPEAKERS ONLY Off label use: Speakers must declare all off-label use of medications to the audience.

I intend to make therapeutic recommendations for medications that have not received regulatory approval. I acknowledge that any description of therapeutic options must utilize generic (or both generic and trade) names and not reflect exclusivity and branding.

- Yes, and I will declare all off-label use of medications to the audience.
 No, I do not intend to discuss off-label use.

ACKNOWLEDGMENT

Name of CPD activity _____

I, _____, acknowledge that the above information is accurate and that this information will be publicly available.

X

Signature

Date