**Resolution of Conflicts of Interest Form for Planners and Presenters**

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| **Name of Activity** |  |
| **Date of Activity** |  |
| **Reviewer Name** |  |
| **Planner / Presenter Name** |  |
| **Disclosure Date** |  |

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| **Reviewer** | Any planner or presenter disclosing a relevant relationship must be reviewed by the Department Chair, CME Activity Director or Faculty Designee in collaboration with the UR IIE.  ***The reviewer must complete a disclosure form and must not have a conflict of interest related to the content.*** | |
| **Resolution** | **Resolution of Conflict of Interest**  Please check all that apply below. | |
| **Reviewer Action** |  | Planner’s decisions were reviewed to ensure absence of commercial bias in the planning process. |
|  | Planner has recused himself/herself from controlling aspects of planning and content with which he/she has a conflict of interest. |
|  | Planner/Presenter agrees to alter/discontinue financial relationship with commercial interest. |
|  | Presenter’s presentation was reviewed to ensure valid content and absence of commercial bias. |
|  | Presenter agrees to refrain from making recommendations regarding products or services, e.g., limit presentation to pathophysiology, diagnosis, and/or research findings. |
|  | Presenter agrees that all clinical recommendations made will be evidence-based and free of commercial bias. |
|  | Presenter’s role was changed so that he/she is no longer teaching about issues relevant to the products/services of their commercial interest. |
|  | Other - **I have given the following instructions to the Planner/Presenter:** (Please complete this block describing what instructions you communicated to the Planner/Presenter). |
|  | It has been determined that the Planner/Presenter’s potential COI cannot/will not be resolved in any of the above steps. Therefore, Planner/Presenter will not be allowed to participate in this educational activity. |
| **Communication method** | | E-mail Face-to-Face Phone Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date of Communication** | |  |

Please return to [CMEOffice@urmc.rochester.edu](mailto:CMEOffice@urmc.rochester.edu) or fax (585-256-2682). Questions? 585-275-7666

Reminder from the ACCME: *Standard 2.3 says that “the provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners.” This standard applies to all those in control of content — including those who plan the activity. We set that expectation because planners have the opportunity to influence the selection of topics and faculty, and therefore it is critical to make sure that any conflicts of interest they may have are identified and resolved.*

<http://www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support>