

Guidelines for Identification of Presence or Absence of Conflict of Interest and Process to Resolve if Present

This process should be used for all individuals in a position to control or influence the content of an educational activity (planners, presenters, speakers, authors, &/or content reviewers). Relevant relationships must be disclosed to learners or planning committee during the time when the relationship is in effect and for 12 months afterward. A conflict of interest exists when an individual has the ability to control or influence the content of an educational activity and has a financial relationship to a commercial interest. All information whether present or absent must be shared with learners prior to the start of the activity.

Identification

- Determine if there is a commercial interest relationship with both the planners, speakers, authors, content reviewers and their spouse/partner.
- Evidence of a conflict of interest may include but not limited to salary, royalty, intellectual property rights, consulting fees, honoraria, ownership interest (stock, and stock options, excluding diversified mutual funds), grants, contracts, or any other financial benefit directly or indirectly received from a commercial interest.
- Financial benefits may be associated with employment, management positions, independent contractor relationships, other contractual relationships, consulting, speaking, teaching, membership on an advisory committee or review panel, board membership, or other activities which remuneration is received or expected from the commercial interest.

Resolution

- Remove the individual with a conflict of interest from participating in all parts of the activity.
- Revise the role of the individual with a conflict of interest so that the relationship is no longer relevant to the educational activity.
- Not awarding credit for that part of the activity.
- Undertake a review of the educational activity by a content reviewer to evaluate for potential bias, balance in presentation, evidence-based content, or other indicators of integrity, and absence of bias and monitor activity to evaluate for commercial bias.
- Understate a review of the activity by a content reviewer to evaluate for potential bias, balance in presentation, evidence based content or other indicators of integrity, and absence of bias and reviewing participant feedback to evaluate for commercial bias in the activity.

Procedure

- It is the function of the Lead Nurse Planner to review/identify any conflict of interest in the planning committee prior to planning the activity.
- Another member of the planning committee must review/identify any conflict of interest for the Lead Nurse Planner prior to planning the activity.
- Either the Lead Nurse Planner or Planning Committee must review/identify any conflict of interest for the presenters, authors, and content reviewers.