Quick Tips Tool

Conflict of Interest (COI) Disclosure & Management for Accredited Learning Activities (ALAs)

What is Conflict of Interest for ALAs?

As per the RCPSC and the CFPC a conflict of interest is a set of conditions in which judgement or decisions concerning a primary interest (example a patients' welfare, the validity of research and/or quality of medical education) is unduly influenced by a secondary interest (personal or organizational benefit including financial gain, academic or career advancement, or other benefits to family, friends, or colleagues).

What needs to be disclosed?

Relationships with all for profit and not-for-profit organizations in the last two years, not only those relevant to the event. Examples include:

- any direct financial payments including receipt honoraria;
- membership on advisory boards or speakers' bureau;
- funded grants, clinical trials or involvement in the design of a clinical study;
- patents on a drug, product or device;
- 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.

What are some strategies for managing conflict of interest for ALAs?

Conflicts of interest are inevitable and do not necessarily imply bias. The SPC is responsible for determining how to manage any identified conflict of interest. Under the National Standard, the SPC must have a process in place to manage conflict of interest that comes to its attention prior to or during the event. Management can be carried out in one of the following ways:

- In most cases, ensuring that the conflict is fully disclosed to participants of the accredited learning activity;
- a speaker may be asked to speak on a different subject;
- the speaker or planning committee member alters their financial relationship;
- the SPC member relinquishes control of content for the activity;
- independent expert content review is obtained;
- on rare occasions, a speaker or planning committee member may need to be replaced.

What's the process for disclosing conflicts of interest based on your role in the ALA?

See the framework on Page 2.

	What's your role in this accredited learning activity?		
	Scientific Planning Committee (SPC) Chair	Scientific Planning Committee (SPC) Member	Speaker / Author / Facilitator
When do you disclose?	As early as feasible after agreeing to Chair the committee.	As early as feasible after agreeing to participate in the SPC.	As early as feasible after confirmation of participation in the accredited learning activity.
To whom do you disclose?	• SPC Members • CPD Office • Activity Participants	• SPC Chair • SPC Members • Activity Participants	• SPC Chair • SPC Members • Activity Participants
How do you disclose **before** the activity?	**Step 1:** Complete the COI Disclosure form from the CPD Website, and send the form to SPC members for their completion. **Step 2:** Review and discuss any real or potential COIs for the SPC members at the first SPC Meeting, and manage accordingly. **Step 3:** Send and collect COI Disclosure forms from speakers once they confirm their participation. Review and discuss any real or potential conflicts and manage accordingly. **Step 4:** Provide completed COI Disclosures from SPC members, speakers, authors, etc. to the Schulich CPD Office.	**Step 1:** Complete the COI Disclosure form provided by the SPC Chair send back for their review **or** provide form at the first SPC meeting. **Step 2:** Review and discuss any real or potential COIs for the SPC members at the first SPC Meeting, and manage accordingly. **Step 3:** Send and collect COI Disclosure forms from speakers once they confirm their participation. Review and discuss any real or potential conflicts and manage accordingly.	**Step 1:** Complete the provided COI Disclosure form provided by the SPC and send disclosure form to the SPC Chair, SPC Member, or program organizer.
How do you disclose **at** the activity?	Provide all disclosure information (SPC and speakers, etc.) in the hand-out / syllabus for the accredited learning activity participants. For web-based activities, provide in a webpage link or online slide.	Provide all disclosure information (SPC and speakers, etc.) in the hand-out / syllabus for the accredited learning activity participants. For web-based activities, provide in a webpage link or online slide.	Provide individual disclosure information in the slide(s) at the beginning of the presentation. (Template on CPD Website)