

Resolution of Conflict of Interest Form

KANSAS CHAPTER, AMERICAN ACADEMY OF PEDIATRICS (KAAP) (revised 1/15/2015)

The *Resolution of Conflict of Interest Form* is designed to assist KAAP staff responsible for the development of CME activities in:

- 1) Determining if a conflict of interest exists; and
- 2) Documenting the actions undertaken to resolve all potential conflicts of interest with any individual in a position to influence and/or control the content of CME activities.

This form must be completed for all individuals returning a KAAP Full Disclosure Statement Form that lists financial relationships with commercial interests. This form should be inserted in the appropriate CME activity file that includes all the necessary documentation to ensure full compliance with KMS Accreditation Requirements and Policies. Staff, CME planning groups, and CME editorial boards have a variety of mechanisms available to resolve a potential conflict of interest and are asked to review the following list to determine if any of these mechanisms are adequate in resolving potential conflicts of interest. Once that determination has been made, staff should document the mechanism(s) that were used to resolve the potential conflict of interest. If it is determined that there remains a conflict of interest that cannot be resolved, staff should document and place with the individual's Disclosure form.

PLEASE COMPLETE THE FOLLOWING:

Name of the Individual with the Educational Assignment: _____

Assignment: (check one): ____ Planning Committee ____ Staff ____ Faculty ____ Author ____ Editorial Board

Name of the CME Activity (Dates/Location if applicable): _____

Name of the Person Resolving the Conflict: _____ Date _____

(Must complete a disclosure form)

____ Upon review of the **KAAP Full Disclosure Statement Form**, it was determined that the financial relationship did not relate to the educational assignment. **IF SO, YOUR FORM IS NOW COMPLETE.** IF NOT, PLEASE PROCEED

____ Upon review of the **KAAP Full Disclosure Statement Form**, it was determined that a potential conflict may exist and the following mechanism(s) were used to resolve that potential conflict of interest:

1. ____ **"We used a peer review process* for enduring material, Internet CME, journal CME, abstracts, etc."**
(process in which materials are peer reviewed or judged against predetermined criteria to ensure the data support the conclusions before they are accepted for presentation or publication)
2. ____ **"We conducted a peer review* of the individual's content prior to the live CME activity." (eg, review of slides/handouts).** Faculty will be required to revise content based on recommendations from the peer review.
3. ____ **"We altered the control over the content by":**
____ choosing someone else to control that part of the content
____ changing the focus of the CME activity
____ changing the content/topic of the individual's educational assignment so that it does not related products or services of the commercial interest
____ limiting the individual's content to a report without practice recommendations (if individual was funded by a commercial company to perform research, the individual's presentation may be limited to research data and results)
____ limiting the role of the individual to reporting practice recommendations based on formal structured reviews of the literature with the inclusion and exclusion criteria stated (evidence-based) (eg, the Cochrane Collaboration)
____ other (please describe) _____
4. ____ **"The individual was able to document the 'best available evidence' to support his/her recommendations." (eg, individual provided adequate references)** (Suggestion: The individual may state to the learners, "the best available evidence in the literature is at the level of < > and supports the following conclusions < >. Integrating what this literature says with what the new study has revealed, my recommendations on what we should do now are < >".)
5. ____ **"The individual decided to change his/her relationship with the commercial interest eliminating the financial relationship and thus, any potential for conflict of interest."**
6. ____ **"We chose not to use the individual and identified a replacement."**
7. ____ **Other (please describe)** _____

**Peer review must ensure that 1) all practice recommendations involving clinical medicine are based on evidence that is accepted within the profession of medicine as adequate justification for indications and contraindications in the care of patients; and 2) all scientific research referred to, reported or used in the CME activity in support or justification of patient care recommendations conforms to the generally accepted standards of experimental design, data collection and analysis.*