Regularly Scheduled Series (RSS): Conflict of Interest
Course Director / Planning Committee Guidance Document

The University of California, San Diego School of Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. Per ACCME guidelines, anyone in control of content for a CME activity must disclose financial relationships with commercial interests. A commercial interest is: "any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients."

UC San Diego CME is responsible for identifying and mitigating (or resolving) all conflicts of interest (COI) as a result of this disclosure. This process utilizes multiple mechanisms and may involve peer review of presentation materials. For RSS, a Course Director WITHOUT conflicts of interest must review all disclosures for other planning members and speakers and apply adequate resolution mechanisms, per UC San Diego approved mechanisms.

As a Course Director / Planning Committee member you are expected to:

☐ Submit your conflict of interest disclosure at the beginning of each fiscal year, and any time your disclosures are changing. If you as a course director have conflicts of interest, you may need to bring additional planning members on board, who do not have such conflicts. Please contact the CME team for advice. Anyone refusing to disclose financial relationships will be disqualified from participation.

☐ Ensure that all content developed is evidence-based and well-rounded (all available treatments, data, drugs, devices, studies, etc.) and does not promote a specific proprietary business interest of any commercial interest. The selection of speakers and topics, if applicable, should follow a robust gaps analysis/needs assessment and development of educational objectives. Only once the need and desired outcome for the activity/session has been established should the selection of talks/speakers take place.

☐ Ensure that you do not make recommendations to include content that is related to commercial interests with whom you have a relationship. Content must give a balanced view of companies and therapeutic options.

☐ Avoid the inclusion of industry employees as moderators/speakers/authors to ensure compliance with the ACCME Standard for Commercial Support 1: Independence.

☐ Vet all conflict of interest disclosures PRIOR to the start of the activity/session so that you have ample time to take additional action if needed. If a person has a COI, the Review Form should be completed indicating if resolution mechanisms selected are adequate or if peer review will be required.

☐ Perform peer review of presentations if needed and complete Peer Review Form. Multiple factors will determine a need for peer review which includes (but is not limited to) commercial support awarded the activity, content of activity/titles of talks, and level of COI. For example, a speaker who is on the Speaker’s Bureau of the company providing commercial support to the activity presents a high level of risk and peer review must be performed. Note, peer review should be performed by a Course Director or other faculty member without COI.
☐ Ensure that speakers use generic names, rather than brand names. If a brand name has educational value, the generic name should be listed first and brand names from several companies should be used (not just from a single company).

☐ Ensure that the use of all/any logos of commercial interests are removed from presentation slides.

☐ Provide a complete summary of all disclosures to the attendees prior to the start of each session. This can be accomplished via the sign-in sheet, a separate disclosure summary/handout, or introductory slides. Regardless of method used, evidence that disclosure was communicated to learners must be provided to the CME office along with other semi-annual documentation materials.

Questions? Contact cmeaccred@ucsd.edu or 858-534-8587