

Dear Prospective Planner/Faculty/Speaker:

We are looking forward to having the opportunity to include you as a Planner/Faculty/Speaker in an upcoming accredited continuing education activity.

**Why am I receiving this communication?**

Arkansas Colleges of Health Education is accredited by the Accreditation Council Continuing Medical Education thru a joint providership with the American Osteopathic Association. We appreciate your help in partnering with us to follow accreditation guidelines and help us create high-quality education that is independent of industry influence. In order to participate as a person who will be able to control the educational content of this accredited CE activity, we ask that you disclose all financial relationships with any ineligible companies that you have had over the past **24 months**. We define **ineligible companies** as those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. There is no minimum financial threshold; you must disclose all financial relationships, regardless of the amount, with ineligible companies. We ask you to disclose regardless of whether you view the financial relationships as relevant to the education. For more information on the Standards for Integrity and Independence in Accredited Continuing Education, please visit [accme.org/standards](http://accme.org/standards).

**Why do we collect this information?**

Since healthcare professionals serve as the trusted authorities when advising patients, they must protect their learning environment from industry influence to ensure they remain true to their ethical commitments. Many healthcare professionals have financial relationships with ineligible companies. By identifying and mitigating relevant financial relationships, we work together to create a protected space to learn, teach, and engage in scientific discourse free from influence from organizations that may have an incentive to insert commercial bias into education.

**What are the next steps in this process?**

After we receive your disclosure information, we will review it to determine whether your financial relationships are relevant to the education. Please note: the identification of relevant financial relationships does not necessarily mean that you are unable to participate in the planning and implementation of this educational activity. Rather, the accreditation standards require that relevant financial relationships are mitigated before you assume your role in this activity. To help us meet these expectations, please use the form we have provided to share all financial relationships you have had with ineligible companies during the past 24 months. This information is necessary in order for us to be able to move to the next steps in planning this continuing education activity.

If you have questions about these expectations, please contact us at (479) 308-2252 or by email at [continuingeducation@achehealth.edu](mailto:continuingeducation@achehealth.edu).

Sincerely,

Office of Continuing Education

## Disclosures of Financial Relationships CME Faculty, Authors, Members of Planning Committees and Staff

Name: \_\_\_\_\_  
 Title of Continuing Education: \_\_\_\_\_  
 Date and location of Education: \_\_\_\_\_

**Role in Education:**

- Planner (examples: planning committee, staff involved in choosing topics, faculty, or content)  Staff
- Teacher, Instructor, Faculty  Other \_\_\_\_\_
- Author, Writer
- Reviewer

As a prospective planner or faculty member, we ask for your help in protecting our learning environment from industry influence. Please complete the form below and return it to \_\_\_\_\_ by \_\_\_\_\_, 2023 at 5:00 p.m.

The ACCME Standard for Integrity and Independence requires we disqualify individuals who refuse to provide this information from involvement in the planning and implementation of accredited continuing education. Thank you for your diligence and assistance. If you have questions, please contact us at (479) 308-2252.

*To be completed by planner, faculty or others who may control educational content.*

*Please disclose all financial relationships that you have had in the prior 24 months with ineligible companies (see definition below). For each financial relationship, enter the name of the ineligible company and the nature of the financial relationship(s). There is no minimum financial threshold: we ask that you disclose all financial relationships, regardless of the amount, with ineligible companies. You should disclose all financial relationships regardless of the potential relevance of each relationship to the education.*

**CHOOSE ONE BOX BELOW; FILL OUT ONLY ITEMS RELEVANT TO YOUR SITUATION:**

- I, the undersigned (or an immediate family member or partner), have had no financial relationship with an **ineligible company** in the past 24 months.
- I, the undersigned (or an immediate family member or partner), have had financial relationships with an **ineligible company** in the past 24 months. A list of the relevant financial relationships are disclosed below.

**Enter Name of Ineligible Company**

An ineligible company is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples of ineligible companies visit [accme.org/standards](http://accme.org/standards).

**Enter the Nature of Financial Relationship**

Examples of financial relationships include employee, researcher, consultant, advisor, speaker, independent contractor (including contracted research), royalties or patent beneficiary, executive role, and ownership interest. Individual stocks and stock options should be disclosed; diversified mutual funds do not need to be disclosed. Research funding from ineligible companies should be disclosed by the principal or named investigator even if that individual's institution receives the research grant and manages the funds.

**Has the Relationship Ended?**

If the financial relationship existed during the last 24 months, but has now ended, please check the box in this column. This will help the education staff determine if any mitigation steps need to be taken.


*If more space is needed, please add additional pages and provide information in the same format as requested above*

**DISCLOSURE OF UNLABELED/UNAPPROVED USE OF DRUGS AND/OR PRODUCTS**

- I do not plan to discuss any off label use
- I do intend to reference unlabeled/unapproved uses of drugs and/or products.

Specify product by name \_\_\_\_\_  
Specify unlabeled/unapproved use to be discussed \_\_\_\_\_

If I have indicated a financial relationship or interest, I understand that this information will be reviewed by the ACHE Continuing Education Committee to determine whether a relevant financial relationship exists with an ineligible company, and I may be asked to provide additional information. I understand that failure or refusal to disclose, falsely disclosure, or the inability to mitigate the financial relationship will require ACHE to disallow my participation in sponsored continuing education.

By initialing the previous page and signing this form, I attest that the above information is correct as of this date of submission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TERMS AND CONDITIONS**

**Ineligible companies.** The ACCME defines an ineligible company as a company whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

**Financial relationships.** Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

Accreditation focuses on financial relationships with ineligible companies in the 24-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. There is not a set minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. "Financial relationships" can be in any amount occurring within the past 24 months.

**Disclosure.** Planners and Staff must complete and submit this Disclosure Statement prior to any participation in planning meetings or discussions for the activity. Speakers and Authors must complete and submit this Disclosure Statement prior to the presentation, and ensure that the Disclosure Statement is complete and truthful to the best of their knowledge. Faculty members are required to disclose all financial relationships they may have with a manufacturer of any product or class of products they discuss in an educational activity.

**Fair Balance.** Speakers/authors are required to prepare fair and balanced presentations that are objective and scientifically rigorous.

**Unlabeled and Unapproved Uses.** Presentations that provide information in whole or in part related to **non-FDA approved** uses for drug products and/or devices must clearly acknowledge the unlabeled indications or the investigational nature of their proposed uses to the audience. Speakers/authors who plan to discuss non-FDA approved uses for commercial products and/or devices must advise the Program of their intent.

**Use of Generic versus Trade Names.** Presenters should use scientific or generic names when referring to products in their lectures or enduring materials. Should it be necessary to use a trade name, then the trade names of all similar products or those within a class should be used.

**Commercial Supporter Influence.** Faculty members are not permitted to receive any direct remuneration or gifts from the commercial supporter(s) of this activity as it relates to this specific activity, nor should they be subject to direct input from a commercial supporter regarding the content of their presentations.

**Questions?** Contact CME Staff: Andrea Williams, Arkansas Colleges of Health Education  
Email: [continuingeducation@achehealth.edu](mailto:continuingeducation@achehealth.edu) OR Phone: (479) 308-2252

Return completed, signed form by deadline to: [continuingeducation@achehealth.edu](mailto:continuingeducation@achehealth.edu)