

Declaring and Disclosing Conflict of Interest

The University of Ottawa's Office of Continuing Professional Development (OCPD) requires that all presenters and members of the planning committee complete this Disclosure of Conflict of Interest (COI) form. Section 24 of the 2007 [CMA Policy: Guidelines for Physicians in Interactions with Industry](#), states:

"CME/CPD organizers and individual physician presenters are responsible for ensuring the scientific validity, objectivity and completeness of CME/CPD activities. Organizers and individual presenters must disclose to the participants at their CME/CPD events any financial affiliations with manufacturers of products mentioned at the event or with manufacturers of competing products."

This CMA guideline serves as the basis for the University of Ottawa's Conflict of Interest policies, and is adapted from conflict of interest declarations from both the Royal College and the College of Family Physicians of Canada. The intent of this policy is not to prohibit speakers from presenting, but rather to inform the audience of any bias that speakers may have.

All completed original forms must be retained by the party submitting the program for accreditation (referred to herein as the "CPD provider" or "CPD organizer") for a period of one year following certification expiry, so that they are available in the event that the program is audited.

Scientific planning committee (SPC) forms: Completed forms for each SPC committee member *must* be submitted at the time of application for accreditation / certification.

Speaker, moderator, facilitator, and author forms: Completed forms must be submitted for all speakers, moderators, facilitators, and authors known at the time of application for accreditation / certification. If participants are not yet known, the forms do not need to be submitted with the application. **Completed forms must be returned to and retained by the CPD provider.**

Definitions

Conflict of interest – a set of conditions in which judgement or decisions concerning a primary interest (e.g., a patient's 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).

Perceived conflict of interest – the appearance of a conflict of interest as judged by outside observers regardless of whether an actual conflict of interest exists.

Real conflict of interest – when two or more interests are indisputably in conflict.



The basics

1. All financial or in-kind relationships with for-profit and not-for-profit organizations (not only those relevant to the subject being discussed) within the previous two years up to and including the current presentation, must be declared and disclosed. This applies to all SPC members, speakers, moderators, facilitators and authors.
2. Speakers, moderators, facilitators, and authors are responsible for ensuring that their presentations or education materials – and any recommendations - are balanced and reflect the current scientific literature. The only caveat to this guideline is where there is only one treatment or management strategy. *Unapproved use of products or services must be declared within the presentation.*
3. Disclosure must be made verbally *and* also displayed in writing at the beginning of a presentation or included in the written conference materials, whether or not there is a relationship to disclose.
4. The conflict-of-interest declaration forms must be completed and submitted to the CPD program's provider or organizer prior to the start date of the event or program.
5. The SPC is responsible for reviewing all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity to determine whether action is required to manage potential or real conflicts of interest. The SPC must also have procedures in place to be followed if a conflict of interest comes to its attention prior to, or during, the CPD activity.
6. Any individual who fails to disclose their relationship(s) as described below cannot participate as a member of the SPC, speaker, moderator, facilitator, or author of an accredited/certified activity.

How to complete the Declaration of Conflict of Interest form

There are three parts to the form:

- **Part 1** must be completed by **SPC members, speakers, moderators, facilitators and authors**
- **Part 2** must be completed by **speakers, moderators, facilitators and authors**
- **Part 3** acknowledgment must be signed by **all (SPC members, speakers, moderators, facilitators and authors)**

Examples of relationships that must be disclosed include, but are not limited to, the following:

- Any direct financial or in-kind interest in a for-profit or not-for-profit entity such as a pharmaceutical organization, medical device company, communications firm, government agency, charitable organization, patient advocacy group, research groups, or other sources of financial and in-kind relationships (the organization) relevant to the CPD activity content or development
- Investments held in the organization
- Membership in the organization's advisory board or similar committee
- Current or recent participation in a clinical trial sponsored by the organization
- Membership in a speakers' bureau
- Patent holder for a product referred to in the CPD activity or marketed by the organization
- Receiving honoraria to speak on behalf of a for-profit or not-for-profit organization, including talks for which the individual has been contracted but has not yet received payment

False disclosure of, or a failure to disclose, a conflict of interest as outlined in this document could require the SPC to replace the speakers, moderators, facilitators, and authors.

The uOttawa Declaration of Conflict of Interest Form

Part 1

All SPC members, speakers, moderators, facilitators and authors must complete this section of the form and submit it to the identified CPD program's provider or organizer. **You must disclose to the audience whether you do or do not, have a relationship** with a for-profit or not-for-profit entity. If you require more space, please attach an addendum to this page.

Title of activity		
Date(s) of activity		
Your role in the activity	<input type="checkbox"/> Member of the SPC <input type="checkbox"/> Moderator <input type="checkbox"/> Facilitator	<input type="checkbox"/> Speaker <input type="checkbox"/> Author <input type="checkbox"/> Other: (describe)
<input type="checkbox"/>	I <i>do not</i> have an affiliation (financial or otherwise) with any for-profit or not-for-profit organizations. (Speakers, moderators, facilitators, and/or authors who have nothing to declare should inform the audience that they cannot identify any conflict of interest.)	
<input type="checkbox"/>	I <i>have/had</i> an affiliation (financial or otherwise) with a for-profit or not-for-profit organization.	

Affiliations

Indicate the organization(s) with which you have/had an affiliation during the *past two (2) calendar years up to and including the current year*, and describe the affiliation. You must disclose this information to your audience both verbally *and* in writing.

Nature of affiliation	For-profit or not-for-profit organization(s)	Description of affiliation
Member of an advisory board or speakers' bureau.		
Received payment from an organization (including gifts or other consideration, or in-kind compensation).		
Received/will receive a grant or an honorarium from a for-profit or not-for-profit organization.		
Hold a patent for a drug, product, or device.		
Hold investments in a pharmaceutical organization, medical device		



uOttawa

Faculté de médecine
Faculty of Medicine

Bureau du développement
professionnel continu

Office of Continuing
Professional Development

Nature of affiliation	For-profit or not-for-profit organization(s)	Description of affiliation
company, or communications firm, or not-for-profit organization.		
Currently participating, or have participated, in a clinical trial within the past two years.		
A relationship with one or more other for-profit or not-for-profit organizations that fund this program.		
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.		

Part 2

All speakers, moderators, facilitators and authors are required to complete this section.

The University of Ottawa OCPD requires faculty presentations to be consistent in their use of either generic names or trade names, or both generic and trade names during their presentation.

<input type="checkbox"/> Yes <input type="checkbox"/> No	I intend to make therapeutic recommendations for medications that have not received regulatory approval (i.e., “off-label” use of medications). You <i>must</i> declare all off-label use to the audience during your presentation.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I acknowledge that the National Standard requires that any description of therapeutic options utilize generic names (or both generic and trade names) and not reflect exclusivity and branding.

Part 3: Acknowledgement

<input type="checkbox"/> I Agree	By checking “I Agree,” I acknowledge that I have reviewed the instructions and guidelines within this declaration form and that the information above is accurate. I understand that this information will be publically available.
Name:	
Signature:	Date: