

## **CHSE POLICY ON CONFLICT OF INTEREST MANAGEMENT AND DISCLOSURE**

### **PREAMBLE**

Conflict of interest may arise when an individual has a role in the planning or delivery of a CHSE activity and where there may be competing interests or loyalties that could impact the educational content in a real or perceived manner.

Any financial or in-kind support or relationship with for-profit or not-for-profit organizations must be disclosed and appropriately managed to uphold transparency, objectivity and scientific validity.

Organizers and individual presenters of a CHSE activity must disclose to CHSE and to participants any financial affiliations or relationships that may lead to potential, apparent or actual, conflict of interest. This process supports the assurance of transparency, scientific validity, objectivity and completeness of a CHSE activity.

A conflict of interest is a set of conditions in which judgment 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).<sup>1</sup>

### **RELATED CHSE POLICIES**

CHSE Policy on Support of Continuing Health Sciences Education Activities from External Sources, 2018.

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<sup>1</sup> National Standard for Support of Accredited CPD Activities, 2016, Glossary of Terms, page 8.

## **PRINCIPLES**

**1.** McMaster Continuing Health Sciences Education Program follows the recommendations and guidelines set forth by the following:

- Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians Canada (CFPC and National Standard for Support of Accredited CPD Activities
- CMA Policy Summary on Physicians and Pharmaceutical Industry, 2007 Update
- Recommendations for Managing Conflict of Interest for Faculty and Students in Educational Programs in the Faculty of Health Sciences – McMaster University

**2.** Everyone in a position to control the content of the CHSE activity, including all members of the Scientific Planning Committee (SPC), speakers, presenters, moderators, facilitator, and authors must provide a written description of all relationships with for-profit or not-for-profit organizations over the previous two years.

## **RESPONSIBILITIES**

### **1. CHSE Declaration of Conflict of Interest Form**

**1.1** The Chair and all members of the scientific planning committee must complete the Declaration of Conflict of Interest Form and must submit them as part of the CHSE Application for Program Accreditation/Certification.

**1.2** All speakers, presenters, moderators, facilitators and authors must complete the Declaration of Conflict of Interest Form.

### **2. Planning Committee Role in Managing Conflict of Interest**

**2.1** Planning Committee is responsible for identifying and managing actual and potential Conflict of Interest.

**2.2** Planning Committee Chair is responsible for ensuring Declaration of Conflict of Interest Forms are completed as per this policy.

**2.3.** Planning Committees must avoid requesting the involvement of speakers with known Conflict of Interest.

**2.4.** Planning Committee must review all Declaration of Conflict of Interest Forms from all speakers, presenters, moderators, facilitators and authors prior to the date of the activity

**2.5.** Planning Committee must review (when applicable for CPFC certification) the three-step disclosure slides.

**2.6.** If potential or actual Conflict of Interest is identified, the Planning Committee must manage it by changing the speaker, changing the topic or conducting an independent peer-review of the teaching contents including materials.

**2.7.** For activities managed by CHSE Program, the Educational Activity Coordinator on the planning committee facilitates these roles.

### **3. Disclosure and Transparency to Learners**

**3.1.** The disclosure must be done verbally, displayed in writing on a slide at the beginning of a presentation, and included in the written conference materials.

**3.2** Slide(s) should be visually and verbally presented to the audience. Time must be allowed for the audience to read, listen and comprehend the information being shared. There must be an opportunity for the audience to ask questions.

**3.3** For CFPC Accredited programs, speakers should adhere to the CFPC Three-Step Disclosure Process (<http://www.cfpc.ca/CPDProvidersandPlanners>) which must include the following:

- Slide 1: Faculty/Presenter Disclosure: – (Personal) relationships with for-profit or not-for-profit interests (over the previous two years) including grants/research support, speakers' bureau/honoraria, consulting fees and other.
- Slide 2: Program Disclosure of Financial or In-kind Support: – Source of support received and format.
- Slide 3: Mitigation Bias: a description of how potential sources of bias identified have been mitigated. If the speaker has no relationships to declare AND the program has been developed without financial or in-kind support from for-profit or not-for-profit entities, the third slide may be omitted.

**3.4** For live activities with multiple sessions, information for participants about financial and in-kind support for the entire program needs to be presented only once at the beginning of the program, as well as in written program materials.

Individual speakers need only present information about their relationships or lack thereof (Slide 1 & 3).

#### **4. Conflict of Interest Quality Management**

**4.1** All activities that are reviewed or accredited by the CHSE Program must have a question about participants' perception of bias ('bias question') in their evaluation/feedback form.

**4.2** The CHSE Program will flag and review activities with significant, actual, potential or apparent bias noted by attendees on the 'bias question.'

**4.3** Information on the actual, potential or apparent bias from evaluations and lessons learned from reviews should be shared with speakers, Planning Committee Chair and members.

**4.4** The CHSE Program will utilize a bias-detection tool when needed.

**4.5** The Assistant Dean, CHSE will inform the Academic Chair of severe and recurrent actual biased activities or non-compliance with this policy. If appropriate, the action may be initiated following the McMaster University's Academic Integrity Policies (refer to <http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf>).