



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Office of Continuing Medical Education

*Paul L. Foster School of Medicine*

### *CME Operating Policy and Procedure*

**OP: Identification and Resolution of Conflicts of Interest (RCOI)**

**PURPOSE:** The purpose of this policy is to provide guidance to activity planning committees, program faculty and the Office of Continuing Medical Education (CME) regarding the identification and resolution of conflicts of interest in CME activities.

**REVIEW:** This policy will be reviewed Sept. 1 of every odd-numbered year by the director of CME. If a revision to the policy is recommended, the CME Committee will review and approve changes.

**POLICY/PROCEDURE:**

**1. Policy**

It is the policy of The Office of CME to ensure balance, independence, objectivity and scientific rigor in all of its educational activities. Conflicts of interest occur when planners or program faculty and/or their spouses have affiliations with pharmaceutical companies, biomedical device manufacturers or other corporations whose products or services are related to the presentation topic. Any real or perceived conflict of interest related to the content of the CME activity shall be disclosed and resolved prior to the educational activity.

**2. Procedures**

All individuals who are in a position to control the content of an educational activity must complete and sign a disclosure statement. These disclosures are updated annually or upon any change in affiliation with an identified commercial interest.

Persons in a position to control content include activity planning committee directors and members, program faculty and Office of CME staff.

Any director or member of a planning committee who is affiliated with a company that has products or services related to the presentation topic shall recuse him/herself from the control of activity content.

a. A presenter with an identified affiliation shall submit an electronic copy of his or her presentation at least 72 hours in advance of the presentation. A CME staff member or subject matter expert for the Office of CME shall review the content for potential conflicts of interest. In the event that a possible conflict is identified, the coordinator shall advise the activity director. One of the following methods shall be used to resolve the conflict:

- 1) The activity director will conduct a peer review to validate content and ensure fair balance. The presenter's course presentation and handout materials shall be modified as needed.

- 2) A qualified presenter without a conflict of interest shall replace the presenter who has the conflict.
  - 3) The presenter with the conflict of interest will eliminate his or her affiliation(s) with the industry support companies that have ties to the content being presented.
  - 4) Resolution of Conflict of Interest will be documented through an RCOI Letter, stating how the conflict will be resolved.
- b. The Office of CME shall disclose potential conflicts of interest of all planning committee and program faculty to the learners prior to the start of the educational activity.
  - c. Participants shall evaluate CME activities regarding program faculty conflict of interests. If the participants perceive the presence of bias, the director of the activity planning committee shall discuss the perceived bias with the program faculty. Use of the presenter in the future shall be strongly discouraged by the Office of CME.

### **3. Restrictions**

Any individual who refuses to disclose relevant financial relationships will be disqualified from planning and delivery of CME activities.