

**University of Cincinnati
Office of Continuing Medical Education**

Revised 7-2007

Resolving Conflicts of Interest for Planning Committee Members

The Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial Support requires CME providers show that “...**everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider.**” Furthermore, CME providers “...**must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity....**” This requirement extends to activity planners and planning committee members. Accordingly, everyone involved in the planning or execution of a CME event must complete a disclosure form.

If a “relevant financial relationship” (as described on the disclosure form) is identified, one of the following mechanisms for resolving conflicts with meeting planners must be used. **Please complete this form, indicating the resolution strategy(ies) used to address potential conflicts of interest for meeting planners.**

Name of Program:
Date of Program:

Strategies used to resolve potential conflicts of interest among planners
(Please check all that were used for this activity and provide supportive documentation)

Decisions related to topics and speakers were made by committee consensus.

Suggestions for topics and speakers were reviewed by outside consultants or other independent reviewer(s).

Planning committee members with relevant financial affiliations were excluded from making decisions regarding specific topics and speakers.

Other _____

Planning Committee Chair Date

Activity Coordinator Date