

January 01, 2023

Dear Jane/John Doe, MD,

Thank you for submitting your disclosure of financial interests for your role as an “Educational Speaker,” for the CME Regularly Scheduled Series: Example – Topic: "Sample." **Upon review of your disclosure information, it has been noted that there exist areas of potential conflict of interest.** The Medical Education Committee is charged with the responsibility of managing such conflicts. For more information, we refer you to the Saint John’s Health Center, Conflict of Interest Management Policy (*see below*) and the ACCME Standards for Integrity and Independence in Accredited Continuing Education (<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce>)

The Medical Education Committee has determined that your financial disclosure pose’s a Level III of potential risk. The committee has followed policy and reviewed the program. It is balanced and appropriate.

Saint John’s expects that in your role as an “Educational Speaker,” you will conform to the standards set forth in these policies, including:

- Introductory presentation-slide disclosing financial disclosures,
- No logos or brand names of commercial interests,
- No images or videos produced by a commercial interest,
- No data without references,
- Balanced view of therapeutic options, so that impartiality is obvious
- Best available evidence to support your claims.

Among the strategies outlined in Saint John’s, Conflict of Interest Management Policy, the Medical Education Committee may limit faculty in the content on which they may present/discuss. This policy seeks to ensure that all potential conflicts of interest are appropriately managed. The goal is not to control or censor the information presented, but to protect the faculty member from any unintended bias based on presentation of the content that might be perceived as promotional by attendees.

I will recuse myself if a subject is discussed that directly relates to my financial relationship. I will not discuss the products produced by the company/companies with which I have a financial relationship. (*Example: I receive an honorarium for consulting work for Company A. Company A manufactures hernia repair products. When discussing complications following hernia repair, I will not discuss specific hernia repair products*).

Thank you for agreeing to share your expertise as an “Educational Speaker,” of this program. Our intent in requesting this limitation is to demonstrate due diligence in mitigating conflicts of interest and to ensure the highest quality educational experience for attendees.

If you have any questions about the conflict of interest policies or expectations, please don’t hesitate to contact me.

Sincerely,

CME Office
on behalf of the Medical Education Committee

John/Jane Doe, MD

(Faculty Name)

00/00/2023

Date

POLICY ATTACHED