

January 01, 2023

Dear John/Jane 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 IV 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 and work with others in your conference to ensure the same, 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 mitigated. 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.

A rare instance has occurred where you were sought out for your level of expertise thus allows you to speak on a product that directly relates to your financial relationship. You will be allowed to discuss the products produced by the company/companies with which you have a financial relationship.

- a.** When the content of the activity is not related to the business lines or products of their employer/company.
- b.** When the content of the accredited activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
- c.** When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used

Thank you for agreeing to share your expertise as an “Educational Speaker!” Our intent in requesting your expertise is to demonstrate due diligence in mitigating the CME Policies / Guidelines 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

Jane/John Doe, MD

(Faculty Name)

00/00/2023

Date

ATTACH POLICY