

Cover Letter to Planners/Faculty Members re: Disclosure/Conflict of Interest

Dear <Planner/Faculty Member>:

As you may know, the Accreditation Council for Continuing Medical Education (ACCME) has issued Updated Standards for Commercial Support to which all accredited providers must now adhere. As a result, we have instituted new policies and procedures for collecting relationship information from you, for identifying conflicts of interest, and for resolving those conflicts of interest. The following is a brief description of those changes and how they may affect you as a planner or faculty member for <provider name>.

1. We have developed a revised Full Disclosure Form that is different from previous forms we have sent you. <See Attached Form>
2. That form must be completed by all persons in a position to affect the content of the CME activity. Therefore, while in the past you may not have been asked to complete a form if you were on the planning committee and were not presenting or authoring, all planners and faculty members must now complete this form.
3. In the past, if we did not receive relationship information from a faculty member, that faculty member could still present and we would merely indicate to the audience that the faculty member had not submitted disclosure information. This is no longer possible. Any planner or faculty member who refuses or fails to submit relationship information will not be permitted to participate in planning or implementing the activity.
4. We are now required to identify and resolve conflicts of interest held by planners and faculty members.
5. Because of the possibility of disqualification for failure to provide relationship information and because of the need to examine the relationship information for possible conflicts, we will set deadlines for receipt of the Full Disclosure Form from you. Failure to meet these deadlines will result in your disqualification from participation in the activity.
6. As a result of our analysis of your relationship information, we may find that you have a conflict of interest. This does not necessarily mean that you cannot participate in the activity. Rather, depending on the nature of the conflict, we will undertake efforts to resolve that conflict, including, but not limited to, communicating obligations and restrictions to you, altering your role in the activity, reviewing your content for possible revision, and monitoring your presentation.

We value your participation in our CME activities and look forward to your participation in the future. Should you have any questions about our new policies and procedures, please call me at <XXX-XXX-XXXX>.

Sincerely,

Director of CME