



DIVISION OF CONTINUING EDUCATION

AUGUSTA, GEORGIA 30912 (706) 721-3967

Policy on Disclosures Relevant to Potential Commercial Bias

1. A relevant financial relationship is defined as a financial relationship in any amount occurring in the past 12 months that creates a conflict of interest. SCS 2.2
2. Completed disclosure forms must be received in ample time to be reviewed and discussed by the appropriate monitoring group, i.e. Medical College of Georgia CME Advisory Committee. Planners, teachers, and authors shall receive clear and unambiguous instructions that failure to return the form in a timely manner may result in disqualification from participation in the CME activity. Reminders (calls, e-mails, faxes) shall be sent at reasonable periods prior to the deadline.
3. Faculty members failing or refusing to complete the disclosure form in ample time to be reviewed by the monitoring group shall be automatically disqualified as a planning committee member, teacher or author.
4. The following information regarding relevant financial relationship(s) of all individuals in a position to control CME content will be disclosed to learners:
 - a) The name of the individual
 - b) The name of the commercial interest(s) with which the relationship exists;
 - c) The nature of the relationship the individual has with each commercial interest. SCS 6.1
5. For an individual with no relevant financial relationship(s), the learners will be informed that no relevant financial relationship(s) exist. SCS 6.2
6. Individuals who fail or refuse to disclose their relevant financial relationship(s) will be prohibited from participation in the planning, presentation, or evaluation of a CME activity. SCS 2.2

7. The source of all support from commercial interests will be disclosed to learners. When commercial support is "in-kind", the nature of the support must be disclosed to learners. SCS 6.3
8. "Disclosure" must never include the use of a trade name or a product-group message. SCS 6.4
9. If a faculty member does not provide disclosure information prior to the deadline for printed activity materials, that information must be disclosed verbally at the live activity prior to the faculty member's presentation. A MCG continuing education staff member or designated agent must also witness the communication of the information and must complete the Verification of Verbal Disclosure Form. SCS 6.5
10. All disclosure information will be provided to learners prior to the beginning of the educational activity. SCS 6.5
11. All planning committee members, teachers, presenters, editors, and authors (SCS 2.1) must complete a Full Disclosure Form indicating any relevant financial relationship(s).
12. The information from the Full Disclosure Forms will be presented in writing in activity materials.
13. The source and nature of all support from commercial interests will be disclosed to learners in writing in all promotional and activity materials. [Industry Best Practice]

Companion Documents

Full Disclosure Form

Activity Director Report- Verification of Verbal Disclosure Form

Policy on Resolution of Personal Conflicts of Interest