Preamble
Conflict of interest may arise when an individual has a role in the planning or delivery of a CHSE activity and where there may be competing interests /loyalties that could impact the educational content in a real or perceived manner.

CHSE does not view the commercial support to an activity, nor the financial relationship with a program faculty as necessarily implying bias, decreasing the value of an activity, or diminishing the individual’s participation. However, as actual, potential or apparent conflict of interest may arise in these situations, any support and/or relationship should be disclosed and appropriately managed in order to uphold transparency, objectivity and scientific validity.

Organizers and individual presenters of a CHSE activity must disclose to participants any financial affiliations that may lead to potential, apparent or actual, conflict of interest. This transparency to learners helps to ensure scientific validity, objectivity and completeness of a CHSE activity.

Related CHSE Policies
CHSE Policy on Support of Continuing Health Sciences Education Activities from External Sources

Principles
1. McMaster Continuing Health Sciences Education Program follows the recommendations and guidelines set forth by the following:
   a. CMA Policy Summary on Physicians and Pharmaceutical Industry, 2007 Update
   b. College of Family Physicians of Canada (CFPC) Conflict of Interest Policy
   c. Royal College of Physician and Surgeon of Canada (RCPSC) Conflict of Interest Policy
   d. Recommendations for Managing Conflict of Interest for Faculty and Students in Educational Programs in the Faculty of Health Sciences –McMaster University

2. Everyone in a position to control the content of the CHSE activity, including Planning Committee Chair, Planning Committee Members and all speakers, presenters, moderators and other Faculty, must disclose any relationship and/or affiliation with any commercial organization during the two years prior to the activity.
Responsibilities

1. **CHSE Declaration of Conflict of Interest Form (appendix to this policy and Website)**
   a. The Chair and all members of the activity planning committee must complete the Declaration of Conflict of Interest Form as part of the CHSE Application for Program Accreditation Process.
   b. All speakers and presenters must complete the Declaration of Conflict of Interest Form.

2. **Planning Committee Role in Managing Conflict of Interest**
   a. Planning Committee is responsible for identifying and managing actual and potential Conflict of Interest.
   b. Planning Committee Chair is responsible to ensure Declaration of Conflict of Interest Forms are completed as per this policy.
   c. Planning Committees should avoid requesting the involvement of speakers with known Conflict of Interest.
   d. Planning Committee should review all Declaration of Conflict of Interest Forms from all speakers and presenters.
   e. Planning Committee should review (when applicable for CPFC accreditation) the three-step disclosure slides.
   f. If potential or true Conflict of Interest is identified, the Planning Committee should manage this conflict by changing the speaker, changing the topic or conducting an independent peer-review of the teaching contents including materials.
   g. For activities developed and delivered by CHSE Program, the Educational Event Coordinator on the planning committee facilitates these roles.

3. **Disclosure and Transparency to Learners:**
   a. Disclosure must be done verbally, displayed in writing on a slide at the beginning of a presentation, and included in the written conference materials.
   b. Slide(s) should be visually and verbally presented to the audience. Sufficient time must be allowed for the audience to read and comprehend the information being shared. There must be an opportunity for the audience to ask questions.
   c. For CFPC Accredited programs, speakers should adhere to CFPC Three-Step Disclosure Process (http://www.cfpc.ca/CPDProvidersandPlanners) which must include the following:

   **Slide 1 - Faculty/Presenter Disclosure:**
   - (Personal) Relationships with commercial interests (over last 2 years) including:
     - Grants/Research Support, Speakers Bureau/Honoraria, Consulting Fees and Other

   **Slide 2 - Program Disclosure of Commercial Support:**
   - Source of financial support received and format
   - Source of in-kind support and format
Slide 3 - Mitigation Bias:*

- A description of how potential sources of bias identified have been mitigated.

(* If the speaker has *no relationships to declare* AND the program has been developed *without support from commercial entities,* third slide may be omitted)

d. For large events with multiple sessions, information for participants about commercial support for the entire program needs to be presented *only once* at the beginning of the program, as well as in written program materials. Individual speakers need only present information about their own relationships or lack thereof (Slide 1 & 3).

4. *Conflict of Interest Quality Management:*

a. All activities that are reviewed and/or accredited by the CHSE Program must have a question pertaining to participants’ perception of bias (‘bias question’) in their evaluation/feedback form.

b. The CHSE Program will flag and review activities with significant, actual, potential or apparent bias noted by attendees on the ‘bias question’.

c. Information on actual, potential or apparent bias from evaluations and lessons learned from reviews should be shared with speakers, Planning Committee Chair and members.

d. The CHSE Program will utilize a bias-detection tool when needed.

e. The Assistant Dean will inform the Academic Chair of serious and recurrent actual biased activities and/or non-compliance with this policy.

If appropriate, action may be initiated in accordance with the McMaster University’s Academic Integrity Policies.
(refer to: http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicIntegrity.pdf)

Approved by CHSE Advisory Committee: February 13, 2014