

Declaration form affiliations, biases and actual or potential conflicts of interest of the DDPC

A transparent approach.

PLEASE SEE EXPLANATIONS BELOW AND [APPENDIX 1](#)

Underlying standards:

- a) Code of Ethics of the Quebec Council for the Continuing Professional Development of Physicians [\(CQDPCM\)](#)
- b) [National standard](#) for the support of approved CPD activities
- c) [CMO Regulations](#) on continuing education
- d) Mainpro + Standards of the College of Family Physicians of Canada [\(CFPC\)](#)
- e) Royal College of Physicians and Surgeons of Canada [\(RCPSC\)](#) Continuing Competence Program _____

CONFLICT OF INTEREST DISCLOSURE FORM – Part 1

ACTIVITY TITLE		
START DATE OF ACTIVITY		
If necessary, indicate here the other dates of the activity		End date:
SURNAME, FIRST NAME		
ROLE IN THE FRAMEWORK OF THE ACTIVITY	Member of the scientific committee Member of the organizing committee Speaker	Moderator Animator Other :
AFFILIATIONS	Direct payment of fees: Participation in advisory committees: Funding for grants or clinical trials: Patents on drugs, products, devices: Any other relationship: Other :	
BIAS or CONFLICTS OF INTEREST ACTUAL or POTENTIAL and MITIGATION MEASURES SUGGESTED	In connection with the above affiliations: I believe I have no actual or potential biases or conflicts of interest to disclose to participants. I believe I have one or more actual or potential biases or conflicts of interest to disclose to participants. Please explain and propose mitigation measures:	

CONFLICT OF INTEREST DISCLOSURE FORM – Part 2

I intend to make therapeutic recommendations for drugs that have not yet received regulatory approval (e.g., off-label use) and, where appropriate, I will indicate the off-label use during the activity	I will respect this standard Does not apply to my role in the activity
Any description of treatment options must use generic names (or generic and trade names) and must not be subject to exclusivity or brand promotion. If no generic name exists, brand names must be used uniformly.	I will respect this standard Does not apply to my role in the activity
I undertake to declare to the audience any relationship of interest that I believe to be related to this activity and to avoid any undue form of bias. (See slide template in APPENDIX 2) _____	I will respect this standard
If there are significant affiliations or interests, I undertake to inform participants of the strategy used to mitigate these potential biases . (See slide template in APPENDIX 2) _____	I will respect this standard

I acknowledge that the above information is accurate and understand that it will be made public.

DATE OF SIGNATURE:

SIGNATURE :

Section reserved for the scientific committee

This form has been reviewed by:

Mitigation measures:

None required

The following measures are suggested:

Disclosure of Interests Regarding a CME Activity Organized by the DDPC A transparency approach.

General information

Participants in a continuing professional development (CPD) activity should be aware in advance of any affiliation or interest of any resource person in the activity that could introduce a bias or orientation. A resource person is any person who could directly or indirectly influence the content of the activity, such as a speaker, a moderator, or a member of the scientific committee. Since these facts are openly known, participants can exercise their critical thinking and make an informed judgment on the scientific content. A conflict of interest may arise when activities or situations place an individual or organization with commercial, financial or non-pecuniary interests (e.g., orientation political) such that they could influence or direct the discussion or conflict with the interests inherent in the duties and responsibilities linked to participation in the CPD activity.

Everyone involved in the production of the activity must participate in this transparency process. The intention of the declaration is not to prevent someone with a possible conflict of interest from participating in the production of the activity, but rather to make the audience aware in advance of possible affiliations or conflicts of interest with the aim of maximum transparency. Affiliation means, for example: acting as an advisor for an organization; financial interests mean, for example: accepting an invitation, gratuity or remuneration for services rendered, royalties, research funds from a commercial company or hold a financial interest in a business. These interests of a resource person may also relate to political, religious, or governmental organizations as well as to members of his or her family, friends, or professional associates, present, past, or future.

A practical approach.

The first step is to identify what interests or biases might influence the content. Once the biases and interests have been identified, **the second step** is to reflect on one's own position in relation to them. Indeed, we are all prone to having biases, prejudices or interests related to a theme whether we are aware of them or not. On the other hand, becoming aware of them and reflecting on them is necessary. This reflection will allow us to have a more global vision of the issues and points of view in order to ensure that the audience has access to content that is in line with reality, in accordance with the evidence and free from bias. Then **the third step** will be to act on identified biases and interests. Biases *that have the potential to influence the content or the educational climate* must be **declared** to the scientific committee and to the participants. It is important to be exhaustive in the declaration because it is possible that certain biases or interests may be identified by the audience and there must be no appearance of conflict of interest. This declaration must be made to the scientific committee before the activity and it must be made verbally **and** in writing to the participants at the beginning of the activity. The declaration to the audience must also include the **mitigation** measures that will be used to reduce the impact of these biases on the educational content. These mitigation measures are diverse and could be discussed with the members of the scientific committee.

Roles of the scientific committee

It is essential that CPD activity organizers ensure that learners are exposed to content that is as bias-free as possible. This should be done through a two-step process.

First, the committee must have a process for reviewing conflicts of interest and developing bias mitigation strategies for all resource persons in the activity. This process will help ensure the legitimacy of the content offered. Therefore, the activity's scientific committee must review all statements from all resource persons. When conflicts are identified, the scientific committee must take steps to mitigate the risk of bias. These measures vary. For example, the chair may:

decide that the person with a conflict of interest must refrain from participating in decision-making regarding the elements of the program related to the conflict and a scientific committee could go as far as deciding not to call on a person because of the nature of the bias identified.

The scientific committee is also responsible for the process of disclosing interest to the audience for the activity as a whole. Biases members of the scientific committee and organizers of the activity *who have the potential to influence the content or the educational climate* as well as the **mitigation** measures that will be used to reduce the impact on the educational content must be **declared** to the participants at the beginning of the activity. The members of the scientific committee must also make a declaration at the beginning of the activity including bias mitigation. 3 slides, or equivalent, for these statements are suggested. A sample slide template for the activity as a whole is provided in the appendix.

APPENDIX 1

Conflict of Interest Management Process



APPENDIX 2 Templates

Disclosure of affiliations, biases and conflicts of interest and mitigation measures for the activity as a whole



Slide #1

DISCLOSURE of SUPPORT for the activity as a whole

This training received financial support, in the form of (non-restricted educational grant/kiosk rental/other) or in service from:

Partner names:

Nature of support:

Slide #2

Disclosure of affiliations, biases and conflicts of interest of the scientific and organizing committee

Name	Organization Name Affiliation Type, Bias, or Interests (Grant, honoraria, speakers, majority shareholding, others...)	Date
If there is no affiliation, bias, or conflict of interest, indicate "nil."		

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Slide #3

Slide showing the MITIGATION OF POTENTIAL SOURCES OF BIAS for the activity in its together

(The Scientific Committee should explain here how the potential sources of bias identified in the previous slide have been mitigated)

If no potential conflict on the previous slide, indicate on this slide "Not applicable"

Disclosure of Affiliations, Bias, Conflicts of Interest, and Mitigation Measures for Individuals Who Produced Scientific Content



Slide for resource people



Example disclosure slide for people who have produced scientific content

Affiliations:

Affiliations, Bias, Conflicts of Interest, and Mitigation Disclosure: Dr. Marcia Gonzalez

Bias, actual or potential conflicts of interest:

AFFILIATIONS

Orthopedic surgeon Private
clinic Meilleurs Soins Inc.
Montons-en-Haut Hospital Center XYZ
Orthotics Company

Commitment to presenting transparent and balanced content, free from bias.

BIAS OR CONFLICTS OF INTEREST (ACTUAL or POTENTIAL):

I participated in the design and workshop for a new splint, I might introduce a bias related to this splint, but I will make sure to showcase all available products.

Mitigation measure

I am committed to presenting transparent and balanced content, free from bias.

NB If there are no conflicts, the following sentence must appear: "I have no actual or potential conflict of interest related or unrelated to the content of this presentation."

MITIGATION MEASURES: Content review carried out jointly with the scientific committee.

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