

Letterhead

Date

Dear Dr XXXXXXXX:

On behalf of <<enter your department here>>, I would like to thank you for agreeing to participate as a speaker at the <<enter CME event>> on << enter date>>. The topic of your presentation is << presentation topic>>. The activity will be held at <<enter location>> from <<enter time>>.

Drexel University College of Medicine, as the Accredited Provider, requires that CME activities be balanced, independent, objective, and scientifically rigorous. The presentation must be free from commercial bias, promote quality healthcare and be based on evidence accepted within the medical profession. The requirements for speakers are outlined in the attached *Guidelines for Speakers Presenting at Drexel University College of Medicine CME Activities*.

We ask your cooperation in meeting compliance requirements. Please review the procedures, complete the *Disclosure of Relationships and Declaration Form* which is available online at <http://www.drexelmed.edu/CMECOI>. DUCOM faculty can log-in using their DUCOM User ID and password. Non DUCOM speakers must call 267-359-2759 to obtain log-in information. In Section I, indicate whether or not you had a relevant financial or other relationship with a commercial interest (which is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients) within 24 months prior to the educational activity where the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fees, honoraria, stock ownership (excluding mutual funds) or other financial benefit. If you answer "yes" to any question in Section I, then complete Sections II and III. Fax the Disclosure to the CME office at 267-359-2759 as soon as possible, but no later than eight weeks prior to the activity. Speakers who fail or refuse to submit the required documentation will not be able to participate in the activity.

We are required to inform the audience of the learning objectives established for this CME activity. Please forward to me two or three objectives for your presentation and your curriculum vitae. For your convenience, guidelines on preparing objectives are enclosed.

Thank you in advance for your cooperation. If you have any questions, please feel free to contact me at <<contact information>>. We look forward to seeing you on << enter date>>.

Sincerely,

CME Activity Director/CME Activity Coordinator

Enclosures: Disclosure of Relationships and Declaration Form
Action Verbs for Use in Developing Objectives
Guidelines for Speakers Presenting at Drexel University College of Medicine CME Activities

DREXEL UNIVERSITY COLLEGE OF MEDICINE

GUIDELINES FOR INDIVIDUALS PLANNING AND/OR PRESENTING AT CME ACTIVITIES

Disclose Commercial Relationships, Resolve Conflicts of Interest and Disclose Unlabeled Uses

In compliance with the Accreditation Council for Continuing Medical Education's Standards for Commercial Support, the Provider is required to identify and resolve conflicts of interest prior to the presentation. A potential conflict of interest is created when an individual is in a position to control the content of CME and has a significant relationship with a commercial entity (defined as any entity producing, marketing, re-selling, care goods or services consumed by, or used on, patients or distributing health). A significant relationship is defined as a commercial interest within 24 months prior to the educational activity where the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fees, honoraria, stock ownership (excluding mutual funds) or other financial benefit. Financial benefits include employment, contracted research, consulting, speaker's bureau, teaching, membership on boards and panels and other activities for which remuneration is received.

Speakers/Activity Directors/Moderators/Planners/Authors, etc. (speakers et al.) are required to disclose relationships well in advance of the educational activity in order to allow time for review and resolution of potential conflicts of interest. The disclosure must include the name of the individual, the name of the commercial interest and the nature of the relationship. Disclosure of these relationships must be provided to the attendees prior to the start of the activity. For those who have no relevant relationships, the attendees must be informed that no relevant commercial relationship exists.

We ask your cooperation in meeting compliance requirements. Please review and follow the procedures outlined below. Complete the *Disclosure of Relationships and Declaration Form* and fax a copy to the CME Office at 267-359-2759 and to the Activity Director as soon as possible, but no later than eight weeks prior to the activity. Speakers/Authors/Planners, etc. who fail or refuse to submit the required disclosure documentation will not be able to participate in the activity.

Speakers et al. are asked to comply with the following requirements:

1. Identify and resolve potential conflicts of interest by using one of the following strategies:
 - a. Change the presentation to eliminate relevance to health care goods or services of your commercial interest (including any entity producing, marketing, re-selling, care goods or services consumed by, or used on, patients or distributing health).
 - b. Select a co-presenter to control the segment of the presentation in question.
 - c. Change your role in the activity to one that precludes you from making clinical recommendations.
 - d. Support your presentation and clinical recommendations with the "best available evidence" from medical literature. Provide two recent citations from peer reviewed scientific literature. Resources include: Evidence Based Medicine Resource Center, <http://www.ebmny.org> DUCOM's Evidence Based Medicine Subject Guide, <http://www.library.drexel.edu/> the Cochrane Collaboration, <http://www.cochrane.org> or other scholarly resources.
 - e. Refrain from recommending health care goods or services produced by entities, limiting the presentation to pathophysiology, diagnosis and/or research results.
 - f. Discontinue the financial relationship, thereby eliminating the conflict of interest.
 - g. Recommend an alternative presenter for the topic for the planning committee's consideration.
2. The educational activity must be free of commercial bias for or against any product. If the presentation references commercial products, present objective information about those products, based on scientific methods generally accepted in the medical community. Speakers should give a balanced view of therapeutic options. Use generic names and deliver an evidence based, scientifically valid presentation.
3. Clearly identify unlabeled and investigational application of treatments and uses of drugs or products. We recommend the use of generic names whenever possible. If trade names are used, products from several companies should be referenced.
4. If an honorarium is offered to the speaker the payment must be issued by Drexel University (as the Accredited Provider) or the Provider's approved designee. No funds from a commercial supporter shall be paid directly to the speaker, the Activity Director or others involved in the CME activity.
5. Forward a current curriculum vitae and a copy of the written presentation or slides to the Office of Continuing Medical Education. The CV can be sent by fax, mail or e-mailed to cme@drexelmed.edu.

Questions regarding the disclosure and conflict of interest process can be directed to the CME Office at 267-359-2759.