Thank you for agreeing to participate as a speaker, course director, planning committee member or in any other role involved in content for a Tufts University School of Medicine (TUSM) educational activity. We will be requesting specific documentation prior to the educational activity, such as disclosure information and content. Below you will find information to guide you when submitting disclosure information and content for an educational activity. We appreciate your efforts on behalf of TUSM OCE to ensure that our educational activities are planned and conducted according to our accrediting bodies’ (ACCME, ANCC, and ACPE) guidelines/requirements as well as TUSM OCE policies.

**Disclosure Information**

If you are participating in a CE activity and are in a position to control educational content (course director, planning committee member, speaker, reviewer, etc.), you must disclose whether you or your partner/spouse have any relevant financial relationships with an ACCME-defined commercial interest related to your role in the activity. Please complete TUSM OCE's disclosure form and submit to TUSM OCE prior to the educational activity. If it is determined that a conflict of interest exists as a result of a reported relevant financial relationship, this will need to be resolved prior to the activity. If you refuse to disclose relevant financial relationships, you will be disqualified from being a part of the planning and/or implementation of the activity. Please refer to the glossary of terms below when completing your disclosure form.

**Glossary of Terms**

**Commercial Interest:** The ACCME defines a “commercial interest” as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests - unless the provider of clinical service is owned, or controlled by, an ACCME-defined commercial interest. Exceptions are made for nonprofit or government organizations and non-health care-related companies.

**Financial relationships:** Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers’ bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

**Relevant financial relationships:** ACCME focuses on financial relationships with commercial interests in the 12-month period preceding the time that the individual is being asked to assume a role controlling content of the educational activity. ACCME has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. The ACCME defines “‘relevant’ financial relationships” as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

**Conflict of Interest:** Circumstances create a conflict of interest when an individual has an opportunity to affect CME/CE content about products or services of a commercial interest with which he/she has a financial relationship.

**Content Development**

TUSM OCE conducts a rigorous process to ensure that the content of activities is appropriate for CE. When preparing content for an educational activity, please ensure the following: content is fair, balanced, and free of commercial bias; patient treatment recommendations are evidence-based and contribute to overall improvements in patient care; scientific studies cited conform to standards accepted by the scientific community; content gives a balanced view of therapeutic options; no commercial interest logos are included; and generic drug names are used in place of trade names - in cases where trade names are used, products by several manufacturers should be cited.

We encourage you to take part in the National Faculty Education Initiative, a free, online educational activity developed by the Alliance for Continuing Education in the Health Professions (ACEhp) and the Society for Academic Continuing Medical Education (SACME), in collaboration with the Association of American Medical Colleges (AAMC). The goal of the Initiative is to help continuing education faculty understand the differences between certified CE activities and commercial marketing/promotional programs. For more information or to access the activity, please visit: [http://www.nfeinitiative.org](http://www.nfeinitiative.org).

For further resources related to planning, we encourage you to visit our website: [TUSM OCE Website](http://www.tusmoce.org).