

AffinityCE

Continuing Education Agreement

Activity/Session: _____

Activity Date: _____

Faculty Name: _____

- Disclosure:** Every person in a position to influence the content of an educational activity must complete and submit a *Conflict of Interest/Disclosure Form*. This includes presenters, authors, planning committee members, etc. Each contributor is required to disclose any relevant financial/non-financial relationships they or their immediate family and partners have with commercial interests, as defined by accreditation standards, for the period of twelve (12) months prior to the start of the educational activity. A “**commercial interest**” is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Please note if there are no relationships to disclose, you must still complete the *Disclosure Form* indicating that you have “No financial relationships to disclose.” **Required:** The completion and submission of the *Disclosure Form*.
- Unlabeled and unapproved uses:** Presentations that provide information, in whole or in part, related to the non-FDA approved uses for drug products and/or devices must clearly acknowledge the unlabeled indications or the investigational nature of their proposed uses to the audience. **Required:** Please indicate your intentions on the *Disclosure Form*.
- Audience Disclosure:** The previously outlined disclosures must be presented to the audience prior to the start of the educational activity. **Required:** Insert a disclosure slide immediately following the title slide in your presentation that includes financial disclosure or lack thereof along with any off-label discussion and financial support.
- Curriculum Vitae:** A current copy of your CV or résumé must be submitted along with your completed Disclosure Form.
- Fair Balance:** Presentations should be based on sound, scientific, evidence-based medicine. All recommendations involving clinical medicine in the CE activity should be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported, or used in the CE activity in support of justifications of patient care recommendations should conform to the generally accepted standards of design, data collection, and analysis. I understand that activity content will be reviewed for commercial bias and compliance with all accreditation guidelines. I will provide educational content and resources in advance as requested.
- Generic versus trade names:** Presenters should use scientific or generic names in referring to products in their lectures or enduring materials. Should it be necessary to use a trade name, the trade names of all similar products within a class should be used to avoid bias.
- Commercial supporters:** Faculty are not permitted to receive any direct remuneration or gifts from the commercial supporter(s) of the activity, nor should they be subject to direct input from a commercial supporter regarding the content of their presentation. The promotion of medications, devices, treatments, etc., is strictly forbidden and is in violation of continuing education accreditation policies and criteria.
- Permission acknowledgement:** Materials developed for this continuing education activity may be duplicated and distributed to enhance the learning experience for participants; and may be further used as an enduring activity to broaden their reach to participants who may not be in attendance.

By signing this form, I acknowledge my agreement and responsibility to follow the continuing medical education accreditation compliance requirements above.

I acknowledge and agree with the information and terms stated above.

Signature (if faxed) print name (if sent electronically)

Date

Please return to support@affinityced.com • FAX: 703-263-0696