

Conflict of Interest: Collection and Management

Strategies for collecting and managing conflicts of interest

All accredited CPD activities must comply with the [National Standard for Support of Accredited CPD Activities](#) (“the Standard”). As defined in the Standard, ‘conflict of interest’ (“COI”) is a circumstance in which judgement or decisions concerning a primary interest or responsibility are unduly influenced by a personal or organizational benefit (such as financial gain, academic or career advancement, or other benefits to family, friends, or colleagues). Gathering and managing COIs from everyone involved in the development and delivery of CPD activities is critical to supporting healthcare professionals with unbiased lifelong learning.

Element 3 of the Standard, summarized below, describes the process and requirements for gathering, managing, and disclosing conflicts of interest to participants.

All individuals involved in the development and/or delivery of the CPD activity must complete and submit a Conflict of Interest Declaration Form to the Scientific Planning Committee (“SPC”) of the CPD activity. This includes:

- Faculty
- Speakers / presenters (including moderators and facilitators)
- All members of the Scientific Planning Committee

Any COIs must be disclosed to CPD Activity Participants.

- **Speakers** (including facilitators and moderators) must disclose any COIs, or lack thereof, verbally and in writing on a slide at the start of their presentation.
- **All other individuals** who are involved in the CPD activity but who are not presenting to participants (such as members of the SPC, authors, and any other content contributors) must disclose their COIs in writing. This written disclosure can be included on a slide at the start of a presentation or in the written materials of the CPD activity.

The SPC is responsible for managing any COIs that are disclosed ahead of the CPD activity or which arise during the CPD activity. In the event that COIs are identified prior to the CPD activity, the following strategies can be used to manage the COIs:

- Asking the speaker to alter the focus of his / her content to omit any area(s) related to his/her conflict of interest.
- Changing the topic to have the speaker address a different topic.
- If the original topic was a priority learning need, having another presenter without any conflicts of interest address the topic.
- Requesting a peer review of the content to ensure scientific integrity, objectivity and balance.
- Eliminating the topic and cancelling the speaker (as a last resort, if and when all other management options have been exerted)

Please consult the [National Standard for Support of Accredited CPD Activities](#) for more information.