

American Osteopathic College Disclosure to Learners For Continuing Medical Education Activities

The Continuing Medical Education Program of the American Osteopathic College of Dermatology will support enhance and advance new models of academic excellence and community health care.

The objectives of this organization are:

- To maintain the highest possible standards in the practice of dermatology
- To stimulate study and to extend knowledge in the field of dermatology
- To promote a more general understanding of the nature and scope of the services rendered by osteopathic dermatologists to the other divisions of medical practice, hospitals, clinics, and the public
- To contribute to the best interests of the osteopathic profession by functioning as an affiliated organization of the American Osteopathic Association

AOCD Continuing Medical Education Mission Statement

The American Osteopathic College of Dermatology (AOCD) offers its members and fellow healthcare professionals continuing medical education activities with an emphasis on medical updates, techniques, innovations, and general educational topics appropriate to the field of dermatology.

The AOCD CME Activities maintain the highest possible standards in the practice of dermatology, stimulate study, extend knowledge in the field of dermatology, promote a more general understanding of the nature and scope of services rendered by osteopathic dermatologist to the other divisions of medical practice, hospitals, clinics, and the public, and contribute to the best interest of the osteopathic profession by functioning as an affiliated organization of the American Osteopathic Association (AOA). A strong focus is placed on the importance of patient safety and improving the patient's overall outcome.

The American Osteopathic College of Dermatology will incorporate the following into all CME activities:

1. New advances in dermatologic treatment
2. New methods of diagnosis or treatment
3. Availability of new medication(s) or indication(s)
4. Development of new technology
5. Advances in medical knowledge
6. Legislative, regulatory, or organizational changes effecting patient care.

The Osteopathic Core Competencies of Osteopathic Philosophy, Principles, Practice and Manipulative Medicine, Medical Knowledge, Patient Care, Interpersonal and Communication Skills, Professionalism, Practice-Based Learning and Improvement, and System-Based Practice will also be incorporated into all CME activities.

The overall mission of each AOCD CME Activity is to

1. Inform the physician of advances in medical knowledge and technology.
2. Inform the physician of advances in diagnosis and treatments for better patient care and outcomes.
3. Inform the physician of advances in Practice-Based Learning and System-Based Practices.

Target Audience

The primary target audience of the CME activities conducted by the AOCD are the dermatologist physician members. The program serves community physicians, volunteer clinical faculty, academic clinicians, and students affiliated with the AOCD. The program will also actively seek to broaden its audience through developing affiliations with CME providers on the national level. **Physicians should claim only the credit commensurate with the extent of their participation in the activity.**

Types of Activities

The core activities presented by the CME activity are live conferences. The activity actively encourages members to develop enduring materials as an evolving tool for continuing education. The activity is

committed to exploring the development of its capacity to expand resources in other educational techniques, including Web-based activities and point-of-care technologies.

Expected Results

AOCD CME activities are intended to enhance the knowledge and competence of its attendees, with the intended goal being improving patient care and their health outcomes. The impact of our educational meetings will provide a diversified CME program focusing on the art and science of Dermatology. Information will be presented through lectures and scientific paper presentations.

Attendees will be updated on a broad range of new developments in dermatology and acquire a better understanding of advances in medical and surgical therapies. Attendees will gain a greater insight into current trends in dermatology. Therapeutic updates will be presented as well as non-surgical approaches. Attendees are given a pre-test with at least five questions developed by the speakers prior to the lecture. A post-test, along with an outcome measure survey, is given within 30 days after the meeting to ensure cognitive retention from the meeting. The pre-and post-test and outcome measure survey provides the CME Committee and AOCD Staff with an initial benchmark of the learner's knowledge and competence, as well as notates an immediate shift as to whether the learning goals and objectives have been met.

The AOCD is committed to the practice of continuing overall program improvement. The AOCD will actively explore new educational technologies, develop collaborative relationships with other CME providers, and seek to build the capacity to evaluate competency-based outcomes among the clinicians we serve.

Nature and Scope of Content

The content of CME activities produced by the AOCD is determined and initiated by a review of new developments and trends in dermatology as well as its members based on surveys and evaluations received. The CME program approves the activities based upon needs assessment data to ensure that all offerings present current, state-of-the-art information. Specific areas of emphasis include:

1. State-of-the-art clinical information
2. Health systems administration
3. Public health issues
4. Educational methodology
5. Professionalism in medicine
6. Cultural proficiency

The nature and scope of the AOCD CME activity is to provide accredited continuing medical education activities to inform the dermatologist. The activity will provide a mechanism by which its constituents can improve competency, maintain board certification, and cultivate lifelong learning. CME will provide physicians with the opportunity to further develop their knowledge through individual and group learning activities.

Incorporation of Educational Needs

The educational needs underlying the identified professional practice gaps of learners are identified by the Continual Medical Education Committee through a multi-step process. Professional practice gaps are determined by establishing current practice in a particular area. These gaps are then reviewed and compared against best or better practice. Attendees at AOCD CME conferences are also asked for input on areas they feel they need additional education on ranging from patient safety, therapeutic updates and office management. From there, the committee works to understand the underlying educational needs associated with why a gap exists. This is validated through the consultation of experts and governmental agencies; investigation in trending medical topics on a local, regional and national level, and through the feedback of AOCD members and conference attendees.

ACOD requires that all lecturers provide at least three (3) references in support of the material they are presenting. The Continuing Medical Education Committee (CME) reviews all references provided to ensure all scientific research conforms to generally accepted standards of experimental design, data collection, and analysis.

All presentations must include proper citations of peer reviewed journal articles, non-peer reviewed articles, textbooks, or other reference material. Current peer reviewed publications and guidelines to support the lecture content are encouraged. Finally, each presenter must submit their slide series and supporting documentation for committee review 8 weeks prior to their scheduled presentation. The planning committee, and AOCD staff conduct a review of the submitted supporting documentation to ensure validity of the references. If any questions or required revisions are identified during this review, speakers have 10 business days to re-submit content to the planning committee.

The views expressed and the techniques presented by the speakers of the AOCD-sponsored educational meetings are not necessarily shared or endorsed by the organization. Anyone with the ability to affect the content of an educational activity must disclose relevant financial relationships with health organizations producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients, as well as any unapproved or off-label uses of medical devices or pharmaceutical agents that they discuss, describe, or demonstrate during their presentations. Meeting attendees should use their independent judgment in applying the information discussed in these educational sessions in the treatment of patients.

Accreditation Statements

Upon completion of the activity planning, the following accreditation statements will appear on printed materials and online. These statements will be updated and reviewed regularly for compliance.

AOA Statement:

The American Osteopathic College of Dermatology is accredited by the American Osteopathic Association to provide osteopathic continuing medical education for physicians. The American Osteopathic College of Dermatology designates this program for a maximum of [number] of AOA Category 1-A credits and will report CME and specialty credits commensurate with the extent of the physician's participation in this activity.

AAD Statement:

The American Osteopathic College of Dermatology Current Concepts in Dermatology (Program #698100) is recognized by the American Academy of Dermatology for [redacted] AAD Recognized Credit(s) and may be used toward the American Academy of Dermatology's Continuing Medical Education Award.

ACCME Statement:

"The American Osteopathic College of Dermatology is currently seeking accreditation by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians."

Policy and Procedures on Collection and Managing of Financial Relationships, Resolution of Conflicts of Interest, and Independence

The American Osteopathic College of Dermatology has adopted a policy statement regarding conflicts of interest. The AOCD administrative officers, elected officers, trustees and appointed committee chairs and committee members are required to comply with the conflict of interest policy. The policy specifically requires that trustees, officers and employees not use their respective positions with the AOCD to derive direct or indirect financial profit from or otherwise utilize a position with the AOCD to achieve an unfair advantage in issues involving another entity with which they are involved as a board member, officer, employee or in which they have a substantial financial investment. Therefore, any officer, trustee and other appointed officer must submit conflict of interest statement to the AOCD on an annual basis and is expected to update the statement should circumstances change. The key point to addressing conflicts of interest is full disclosure of any relationships that could present a conflict of interest.

The American Osteopathic College of Dermatology (AOCD) follows the ACCME Standards for Commercial Support. Invited speakers have an important role in maintaining these standards. The AOCD requires speakers to base their presentation and recommendations on the 'best available evidence. The AOCD planning committee monitors the presentations, and attendees judge if commercial bias is present. Presenters

will be asked to submit their presentations for peer-review. In this way the AOCD planning committee identifies bias before publication on our website.

In accordance with the ACCME's Standards for Commercial Support of Continuing Medical Education, this Policy exists to provide guidance for staff, instructors, planners, reviewers and managers of CME activities sponsored by The American Osteopathic College of Dermatology, (AOCD). This policy addresses the underlying philosophy of disclosure to learners, mechanisms to collect disclosure information and the parties from whom financial disclosure shall be collected, the mechanisms to resolve COI, and requirements to make disclosure to learners prior to the start of an activity.

AOCD CME will identify relevant financial relationships prior to awarding AOA Category 1A and/or *AMA PRA Category 1 Credit*[™] for CME activities. All persons in a position to influence or control CME content (course directors, program planning committee members, speakers, authors, and staff) will complete a standardized disclosure form. Information about funding will be requested to identify CME activities at higher risk for commercial bias. ***Relevant financial relationships are financial relationships in any amount, which occurred in the twelve-month period preceding the time that the individual was asked to assume a role controlling content of the CME activity, and which relate to the content of the educational activity, causing a conflict of interest.**

If a speaker has indicated a financial relationship or interest, the speaker understands that this information will be reviewed to determine whether a conflict of interest may exist, and the speaker may be asked to provide additional information. Any individual refusing to comply with this policy and/or not disclosing relevant financial relationships on a timely basis (DEFINED AS THE INITIAL INVITATION AND TWO REMINDERS) will not participate in, have control of, or responsibility for, the development, management, presentation, or evaluation of AOCD CME activities.

AOCD is guided by what is in the best interest of the public, always deferring to independence from commercial interests, and keeping CME separate from product promotion.

Transparency to Learners

Learners will be provided with information on identified COI from any person(s) that affect the content of CME, and that information will be positioned in course materials such that it is read by learners prior to the execution of the CME activity.

Independence

AOCD has adopted and strictly implements the ACCME's Standards for Commercial Support. Our CME planning process is guided by our Policy on Independence. The selection of all persons in a position to control the content, and the evaluation of the activities are all conducted by AOCD. Everyone in a position to control CME content, either committee members and/or staff must complete a conflict-of-interest disclosure agreement form. Specific to committee members, prior to an individual's appointment to the Continuing Medical Education Committee, this form explores any relevant financial relationships of an ACCME-defined commercial interest.

Independent Content Validation

Conflict of interest may be resolved if the CME material is peer reviewed and:

- ❖ All the recommendations involving clinical medicine are based on evidence that is accepted within the profession of medicine as adequate justification for indications and contraindications in the care of patients.
- ❖ All scientific research referred to, reported or used in the CME activity in support or justification of patient care recommendations conforms to the generally accepted standards of experimental design, data collection and analysis.
- ❖ The Declaration on the disclosure form will request that the person involved in the CME activity affirm their commitment, via signature, to ensure balance, independence, objectivity, and scientific rigor in AOCD CME activities.

Any committee member identified as having a potentially conflicting financial relationship within the past 12-months must recuse themselves immediately from the CME Committee. Additionally, the committee member must recuse themselves from the committee if any relevant conflicting financial or commercial relationships of any spouse or partner exists. Additional processes are further detailed in subsequent sections.

Names of speakers and authors for the activity will not be supplied to a commercial supporter during the process of applying for an educational grant.

The AOCD must make all decisions regarding the disposition and disbursement of commercial support. The AOCD cannot be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services. All commercial support associated with a CME activity must be given with the full knowledge and approval of the AOCD. No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint provider, or any others involved with the supported activity. The AOCD must disclose the above information to learners prior to the beginning of the educational activity.

AOCD Guidelines for Commercial Supporters of CME Activities, Disclosure and Disbursement

The American Osteopathic College of Dermatology will adhere to the *ACCME's Standards for Commercial Support*. AOCD solicits and receives commercial support for a limited number of hands on didactic CME Activities. When AOCD solicits support, we do so in accordance with ACCME Standards for Commercial Support and would oversee disbursement for all awarded commercial support funds/and or in-kind support. In addition, AOCD ensures that a Letter of Agreement (LOA) or Grant Proposal are in place for all awarded commercial support funds, defining the terms, purposes, and conditions of the grant. AOCD ensures that all LOA's and Grant Proposals are signed both by the commercial interest and AOCD. Lastly, AOCD would thoroughly document all commercial support expenditures.

AOCD complies with each company's reconciliation process. Each company has a different format to use, but generally requires an outcomes budget of the activity. Letters of agreement are required for all sponsorships which **the Company acknowledges funds from their corporate membership may be used to provide support for continuing medical education activities held during the year.** As an AOA accredited provider of continuing medical education (CME), it is critical that the ACCME Standards for Commercial Support - in conjunction with the AOA and AOCD requirements - are strictly enforced and adhered to by all. It is required that all aspects of content planning, development and presentation for a CME activity are independent of any commercial influence.

AOCD understands that this course includes hands-on training using products or equipment from any company, and it is very important that company representatives are here and that the equipment is used properly. Because the CME rules are often complex, AOCD is interested in proactively communicating our expectations about what is and is not allowed.

Commercial Supporters in attendance are asked to agree to the following:

1. WILL NOT make any suggestions or recommendations related to content or faculty of this or future courses.
2. WILL NOT bring promotional materials of any kind to the educational sessions nor will distribute any promotional or product-message materials to physicians at any point during the educational activity. Distribution of promotional or product-message materials to physicians in an area(s) designated by AOCD that is outside of the room(s) used for the CME educational activities and outside of the obligate path to the CME educational activities may be permitted.
3. WILL NOT discuss, sell or promote any product as a representative at this course. However, this may occur in an area(s) designated by AOCD that is outside of the room(s) used for the CME educational activities and outside of the obligate path to the CME educational activities.

4. UNDERSTAND that it is the role of the faculty selected by AOCD to teach the participants. Representatives will only assist the faculty as requested.
5. WILL NOT exchange business cards or other contact information during any educational sessions. However, may exchange business cards or other contact information at other times.
6. WILL NOT provide any honoraria, gifts or funds of any kind to faculty or participants during the AOCD CME activity.
7. A violation of any of these guidelines will result in being removed from the CME activity immediately and having the behavior reported to AOCD's primary contact within the company, as well as the AOCD CME Committee and AOCD Board of Trustees.

Representatives of commercial support may attend an educational activity, but may not engage in promotional activities while in the room where the CME activity takes place. No commercial promotional materials shall be displayed or distributed in the same room as the CME activity. Exhibits are permitted at AOCD meetings, however, they shall not influence nor interfere with the presentation of the CME activity or be in the obligate pathway to the CME activity.

Should you have any questions regarding the facilities, handouts, program content, or concerns about CME compliance with the AOA "Uniform Guidelines," feel free to contact the AOCD representative:

Marsha A. Wise, BS, Executive Director
P.O. Box 7525
Kirksville, MO 63501
660-665-2184
800-449-2623

Unresolved issues regarding compliance with the AOA "Uniform Guidelines" can be brought to the attention of the AOA Division of CME by calling: 800-621-1773, or by writing: AOA CME Office
142 East Ontario Street, Chicago, IL 60611

Cancellation and Refund Policy

Full refunds (less \$100 processing fee) are available if requested in writing at least one month prior to the date of the Program. The AOCD is not responsible for "acts of god" such as inclement weather, delays in airline travel, or governmental restrictions on travel due to national emergencies. Refunds will not be made if participants are delayed or unable to attend because of these issues. We reserve the right to withdraw the program or to make changes in the published itinerary whenever conditions warrant or if it is deemed necessary.