



DISCLOSURE STATEMENT

In compliance with American Speech-Language Hearing Association’s Continuing Education Board’s Requirements, Texas Tech University Health Sciences Center requires course planners and instructional personnel to disclose information regarding any relevant financial and nonfinancial relationships related to course content prior to and during course planning.

Based on the information provided, Texas Tech University Health Sciences Center will engage the course planner/instructional personnel in a guided interview process, which seeks to understand how the relevant financial or nonfinancial relationship may influence the content of the course. Instructor personnel and course planners will be finalized only after this form has been received and reviewed by Texas Tech University Health Sciences Center.

The Office of Interprofessional Education maintains disclosures on an ongoing basis for every course that is developed. The unit coordinator with the Office of Interprofessional Education will:

- Identify course planner and instructional personnel relevant financial and nonfinancial relationships a minimum of three months out from the target course date.
- Provide required disclosures to learners prior to conducting the course as well as verbally or in writing the day of the course.
- Identify relevant financial and nonfinancial relationships that have developed after course planning and prior to course delivery, three weeks prior to the course date.

The Director of the Office of Interprofessional Education will:

- Resolve planner/instructional personnel relevant relationships through disclosure or disqualification immediately following the acknowledgment of the conflict.

Instructions: Please provide the information requested ensuring that all relevant financial and nonfinancial relationships including those in your biography are disclosed on this form.

Name: _____

I am serving as (check all that apply):

_____ Course Planner _____ Instruction Personnel (Presenter, Author, Content Creator, etc.)

Proposed Course Title: _____

Proposed Learner Outcomes for course (as available and applicable):

In order to ensure any and all potential financial and non-financial conflicts are identified, please attach a copy of your biography with this document.

_____ A copy of my biography is attached.

Disclosure of Relevant Financial and Non-Financial Information

A **relevant financial relationship** is defined as financial relationships in any amount occurring within the past 12 months that create a conflict of interest. Conflicts of interest occur when planners or presenters have affiliations with companies whose products or services are related to the presentation topic. Any real or apparent conflict of interest related to the content of the continuing education activity shall be disclosed and resolved prior to the presentation. *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*

A **relevant non-financial relationship** as those relationships that might bias you including any personal, professional, political, instructional, religious or other relationship. *Relevant non-financial relationships can include close personal friends or family members who may be benefiting from a particular product or service; a membership within a professional association or group that is talked about or referenced in the course; a political bias about a topic; an institutional affiliation with an institution or organization; or a religious belief or bias that would persuade you to feel more strongly one way or another.*

I declare: I have no relevant financial relationships to disclose.

I do have relevant financial relationships to disclose and will complete the attached form.

I have no relevant non-financial relationships to disclose.

I do have relevant non-financial relationships to disclose and will complete the attached form.

HIPAA Requirements:

To comply with the Health Insurance Portability and Accountability Act (HIPAA), we ask that all course planners and instructional personnel insure the privacy of their patients/clients by refraining from using names, photographs, or other patient/client identifiers in course materials without the patient's/client's knowledge and written authorization.

I understand the need for patient/client privacy and will remain in compliance with these policies throughout the planning and implementation of this course.

_____ (initial here)

Name: (Please Print) _____

Signature

Date

**Disclosure of Relevant Financial and Non-Financial Information
Process for Review, Resolution, and Disclosure (Provider Use Only)**

Upon the receipt of each completed disclosure of relevant financial and non-financial information, the Unit Coordinator with the Office of Interprofessional Education, TTUHSC, will review the provided information for possible conflicts. At that time, any additional information that is determined to be needed in order to evaluate the course planner/instructional personnel's appropriateness as related to the course content and learning outcomes will be requested. Once a complete disclosure of an individual's relevant financial and non-financial information has been obtained and evaluated, the Unit Coordinator with the Office of Interprofessional Education will grant the following status:

Individual Name: _____

Proposed Course Title: _____

_____ TTUHSC has determined that the individual has financial and/or non-financial relationships relevant to the course content and a resolution process is required.

_____ TTUHSC has determined that the individual has no relevant financial or non-financial relationships to the course content and no resolution process is required.

_____ TTUHSC has determined that the individual has disclosed relationships that are not relevant to the course content and no resolution process is required.

_____ TTUHSC has determined that the individual has failed to disclose their potential financial and/or non-financial relationships in order to comply with the standards set by the American Speech-Language Hearing Association's Continuing Education Board Requirements and the individual will be disqualified from participation in this course.

Signature of Unit Coordinator, Office of Interprofessional Education

Date

Disclosure status' that are identified as having financial and/or non-financial relationships relevant to the course content will be forwarded to the Director of the Office of Interprofessional Education for further review. Through this review process, the Director will determine one of the following:

_____ TTUHSC has determined that disclosing the relevant relationship(s) to learners was sufficient to minimize potential conflict of interest.

_____ TTUHSC has used a peer review process. If necessary, instructional personnel will be required to revise content based on recommendations from the peer review.

_____ TTUHSC has altered the control over the course content by:

___ changing the focus on the content so that it does not relate to the relevant relationship

___ changing the content/topic of the individual's educational assignment so that it does not relate to the relevant relationship

___ limiting the individual's content to a report without practice

___ limiting the role of the individual to reporting practice recommendations based on formal structured review of the literature with the inclusion and exclusion criteria stated (evidence-based)

___ Other (please describe)

_____ The individual documented the "best available evidence" to support his/her recommendations

_____ Chose not to select the individual as a planner and/or instructional personnel

_____ Other (please describe):

Signature of Director, Office of Interprofessional Education

Date

Disclosure of Relevant Financial and Non-Financial Information
Disclosure to Learners

Instructional personnel disclosure statements will be provided in the promotional materials and at the start of the course for each individual serving in that capacity. Based on the information obtained and in discussion with instructional personnel one of the following statements will be selected for use.

_____ Option 1: (Insert instructional personnel name) has no relevant financial or non-financial relationships to disclose.

_____ Option 2: (Insert instructional personnel name) has the following relevant financial and non-financial relationships to disclose: (insert names and types of financial and non-financial relationships).

_____ Option 3: (Insert instructional personnel name) has the following relevant financial relationship to disclose (insert name and type of financial relationship) and no relevant non-financial relationships to disclose.

_____ Option 4: (Insert instructional personnel name) has no relevant financial relationships to disclose and the following relevant non-financial relationship to disclose (insert name and type of non-financial relationship).

Relevant financial and non-financial disclosure to learners will be identified and shared with potential registrants prior to the start of the course. Statements will be published in the following format:

_____ Printed Brochures

_____ Website

_____ Email Blasts

_____ Other (describe):

In addition, relevant financial and non-financial disclosure statements will be verbally disclosed to participants or be shared in writing at the start of the course.

Instructional personnel will be contacted on or before three weeks prior to the course date to identify any relevant financial and non-financial relationships that may have developed since the original documentation. Any changes to these relationships will be identified, evaluated and shared with participants prior to the course date. A revised instructional personnel disclosure statement will be provided for any remaining printing and email blasts. Content will be updated on the website and shared with the course participants.

GUIDANCE FOR PLANNING AND PRESENTING CONTENT

Fair Balance: Speakers/authors shall present content that is fair, balanced, objective, and scientifically rigorous.

Use of Generic versus Trade Names: Speakers/authors shall use scientific or generic names in referring to products. Should it be necessary to use a trade name, the trade names of similar products or those within a class should also be used. For any product discussed, presenters shall discuss both the benefits and limitations of that product. If one product is recommended over another, the scientific justification shall be stated.

Patient Privacy: Course materials may not contain information that can violate a patient's right for privacy.

Copyrighted Information: Written consent must be obtained from authors and/or publishers in order to distribute copyrighted information to participants.

Commercial Interest: A commercial interest is defined as an entity developing, producing, marketing, re-selling, or distributing health care goods or services used on, or consumed by, patients. Government agencies and providers of direct patient care services are not considered to be commercial interest.

Separation between Content and Commercial Industry: An activity planner who has affiliations with commercial interests relating to the content planned must recuse themselves from planning the activity. Neither planners nor presenters shall accept input regarding the content of a presentation nor receive remuneration directly from a commercial interest.

Disclosure of Affiliations: The Office of Interprofessional Education requires that information be collected from planners and presenters of CE activities in regard to their relationship with commercial interests and disclose that information in writing to the participants.

Participant Evaluation: Course participants will complete an evaluation of the presenter and content, including an assessment of balance, bias, and perceived conflict of interest.

Resolution of Conflict of Interest: Circumstances create a conflict of interest when an individual has an opportunity to affect CE content about products or services of a commercial interest with which he/she has a financial relationship. Below are accepted processes the Office of Interprofessional Education can use to resolve identified conflicts.