

**UCDHS CENTER FOR PROFESSIONAL PRACTICE OF NURSING  
DEPARTMENT GUIDELINES**

**II-004 GUIDELINES FOR CPPN:  
Biographical form and Conflict of Interest  
(COI) Disclosure and Resolution  
Attachment: Center for Professional  
Practice of Nursing Biographical and  
Conflict of Interest Form**

<b>Approved: Kelly Tobar, R.N., Ed.D.</b>	<b>Page: 1 of 3</b>	
	<b>Effective Dates</b>	
<b>Supersedes: 6/13</b>	<b>11/09</b>	<b>6/13</b>
	<b>3/10</b>	<b>3/15</b>
	<b>12/12</b>	

**I. PURPOSE**

- A. Conflict of interest exists when an individual has an opportunity to affect continuing nursing education content in relation to a commercial interest in which he/she has a potential personal or professional relationship or financial interest. UCDHS CNE must ensure that the decisions related to the content and presentations of nursing education programs are free of the control of a commercial interest:

**II. IMPLEMENTATION**

- A. identification of nursing education needs, determination of educational objectives, selection and presentation of content, selection of all persons/organizations that will be in a position to control the content of nursing education, selection of educational methods and evaluation of the activity.
- B. CNE considers relationships of the person involved in the nursing education activity to include financial relationships of a spouse or partner.
- C. There is no minimum dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship.
- D. Individual presenters, authors, course directors, moderators, panel members and planning committee members must disclose to learners any relevant financial relationships to include the following information:
  - 1. Name of the individual
  - 2. Name of the commercial interest; e.g. entities producing, marketing, re-selling or distributing health care goods and services related to presentations in the specific CME activity
  - 3. Nature of the relationship the person has with each commercial interest (examples: employee, grants/research support recipient, board member, advisor or review panel member, consultant, independent contractor, stock shareholder (excluding mutual

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funds), speakers' bureau, honoraria or royalty recipient, holder of intellectual property rights, or other to be identified)

- E. Individuals with no relevant personal financial relationships must inform the learners that no relevant financial relationships exist.
- F. Individuals who refuse to disclose will be disqualified from participating in the activity. Unresponsiveness that precludes the provider from implementing a mechanism to identify and resolve COI is equivalent to refusal.

**III. DOCUMENTATION**

- A. Disclosure forms (attachment) are included in the information sent to course planners, presenters, authors, moderators, panel members and/or planning committee members prior to the activity. Completed forms are returned to the UCDHS CNE by the program nurse planner to allow time for resolution of conflicts of interest and to prepare required documentation for learners.
- B. A new disclosure form may be required for each activity as relevant financial relationships vary according to educational activity content.
- C. Individuals are responsible for updating disclosures as financial relationships change.
- D. Existing disclosure forms from previous activities occurring within one year from the date of the current activity may be used if it is documented that the individual verified the information.
- E. Conflicts of interest will be noted on the front page of the course syllabus given to each course participant.

**IV. RESOLUTION OF CONFLICTS OF INTEREST**

- A. If disclosure identifies that a conflict of interest exists, it is the responsibility of both the CNE and the course nurse planner to ensure that the conflict is resolved. The resolution

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is included in the disclosure statement provided to learners before the activity in the course syllabus.

**V. INFORMING LEARNERS**

- A. Disclosure information must be given to learners prior to the beginning of an educational activity. Sources of all support from commercial interests must be disclosed to learners. Disclosures may not include trade names or product messages.

**VI. LIVE ACTIVITIES**

- A. Disclosure information about presenters is included in the syllabus provided to participants when they sign in at the activity (attachment).
- B. Commercial interests providing educational grants are acknowledged in the syllabus and an acknowledgment slide may be shown in the meeting room before the activity begins. Speakers must give verbal disclosure to learners before presentations.
- C. When a syllabus or handouts are not provided, the disclosure information and the acknowledgment of commercial support are displayed on the registration table during the educational activity.

**Attachment:**

Found on CPPN website. Click on link below.

[Center for Professional Practice of Nursing Biographical and Conflict of Interest Form](#)

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