

**II-006 GUIDELINES FOR  
CPPN: Conflict of Interest and  
Biographical Documentation  
Requirements for CPPN  
Educational Activities**

**Approved:  
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**Effective Dates**

**Supersedes:  
New: Jul-17**

**Jul-17**

Attachment: <..\..\Forms\CE APPLICATION\Biographical and Conflict of Interest Form 2017.Jul.docx>

**I. Purpose**

- A. Conflict of Interest exists when an affiliation or relationship of a financial nature with a Commercial Interest Organization might bias a person's ability to objectively participate in the planning, implementation, or review of a learning activity. Conflict of interest is evaluated for all Planning Committee members, presenters, or faculty associated with an educational activity.

**II. Policy**

- B. No employee at the University of California, Davis, Health (UCDH) should make or participate in the making of a University decision if the employee has a financial conflict of interest.
- C. The California Fair Political Practices Act (FPPA) and regulations issued by the Fair Political Practices Commission define financial conflicts of interest and actions to take when conflicts arise. University employees are subject to these regulations.
- D. The UCDHS philosophy on conflict of interest is that none of its employees shall engage in any activities that place them in a conflict of interest with their official activities.
- E. This policy does not supersede University of California, Davis (UCD) policy for any position for which specific disclosures are required under the FPPA designated positions.
- F. In addition to the FPPA, which applies to all UCD employees, certain specialized laws apply to financial arrangements in healthcare. UCDHS employees are subject to laws prohibiting the offer, solicitation, payment or receipt of anything of value from third parties intended to induce or in return for referral of patients or ordering items or services (kickbacks).
- G. Biographical Data
  - 1. CPPN as a California BRN Continuing Education Provider is required to use qualified instructors and to retain course instructor vitae or resumes.

**III. Procedure/Responsibility**

- A. For all planned continuing education activities coordinated by CPPN it is responsibility of the department to obtain and maintain information on potential

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conflicts of interest of any person who has influence over the educational content of the activity – see Attachment 1 and Tufts Evaluating Conflicts of Interest.

- B. All course instructors/faculty must provide CPPN with a completed BIOGRAPHICAL AND CONFLICT OF INTEREST FORM (see attachment 1) for each course that they are involved in.
- C. CPPN Nurse Planners (NP) will review all relevant BIOGRAPHICAL AND CONFLICT OF INTEREST FORMs for a course prior to CPPN providing course.
- D. NP will assess for conflict during course planning and documents process used to determine potential conflicts of interest and resolution if any apparent conflicts on the **Biographical and Conflict of Interest Form**.
- E. CPPN will retain an electronic copy of the BIOGRAPHICAL AND CONFLICT OF INTEREST FORM in the course file.
- F. An updated BIOGRAPHICAL AND CONFLICT OF INTEREST FORM will be required every 12 months for an ongoing course.

**IV. References**

- [UC Davis Health System, Hospital Policies and Procedures, Policy ID: 1705 Conflict of Interest](#)
- [American Nurses Credentialing Center's Content Integrity Standards for Industry Support in Continuing Nursing Educational Activities \(Effective date: 1/1/2013\) \(Updated: 5/1/2013, 8/8/2014, 12/7/2016\)](#)
- [California Code of Regulations; Title 16, Division 14, Article 5. Continuing Education, specifically §1454](#)
- Tufts Evaluating Conflicts of Interest; retrieved from: Western Multi-State Division, ANA  
<http://www.westernmsd.org/MainMenu/CE/Frequently-Asked-CNE-Questions>