Cleveland Clinic

Faculty Instructions:

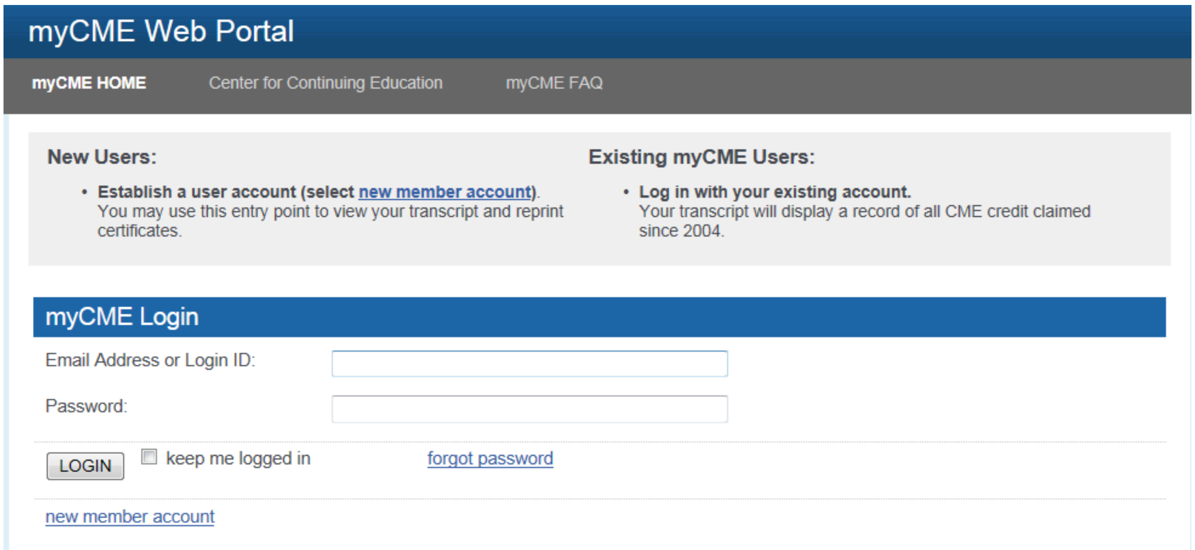
Faculty Requirements

User Guide

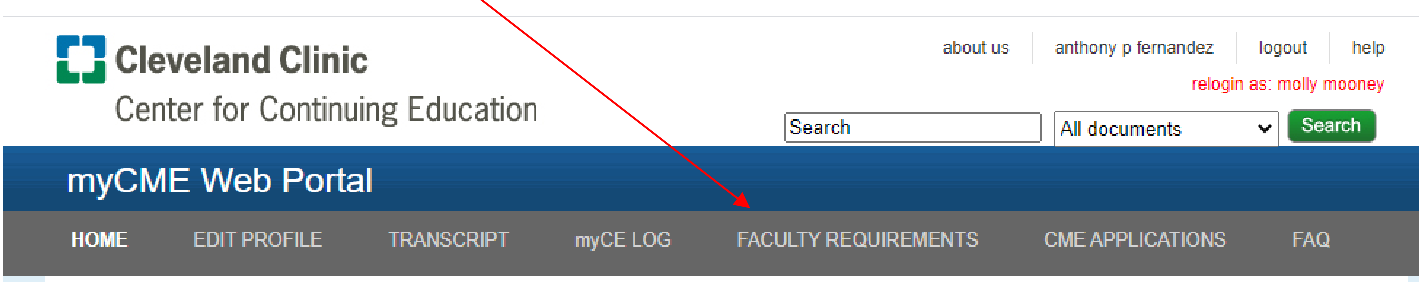
Log in

Login using this link: http://ccfcme.org/cmelogin

If you forgot your password, please use the following password reset link: http://cce.ccf.org/ccecme/process?a=forgot-password-view

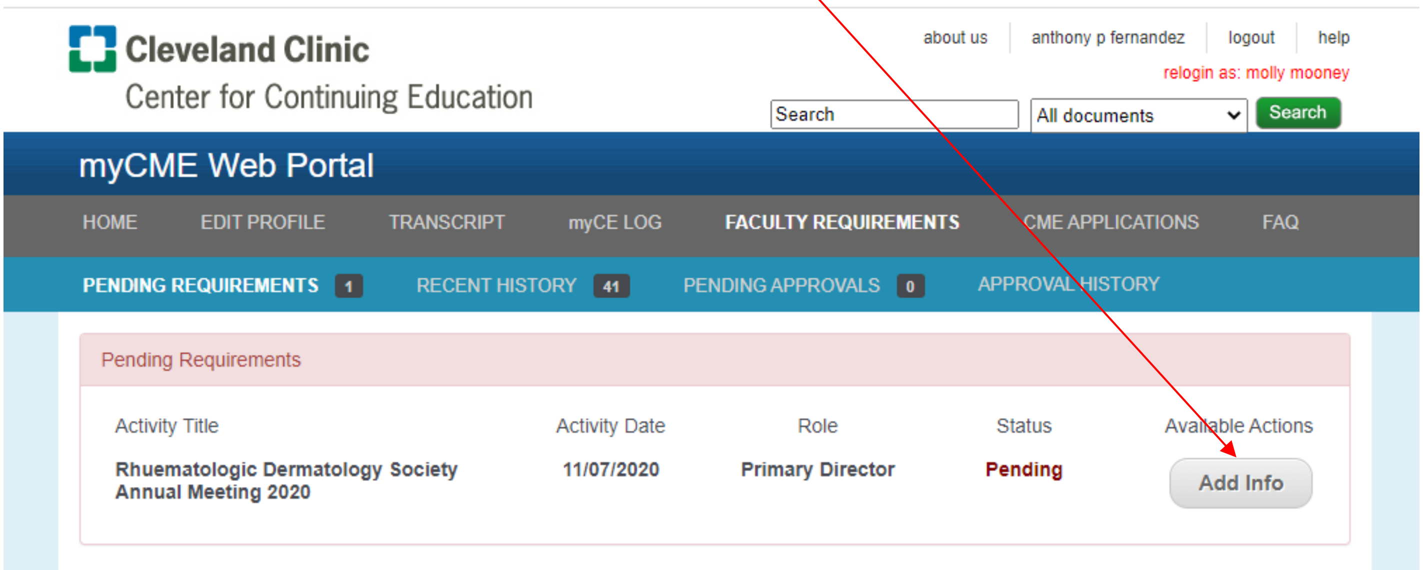


Once logged in, click on the 'Faculty Requirements' text link as shown below:



Find Activity

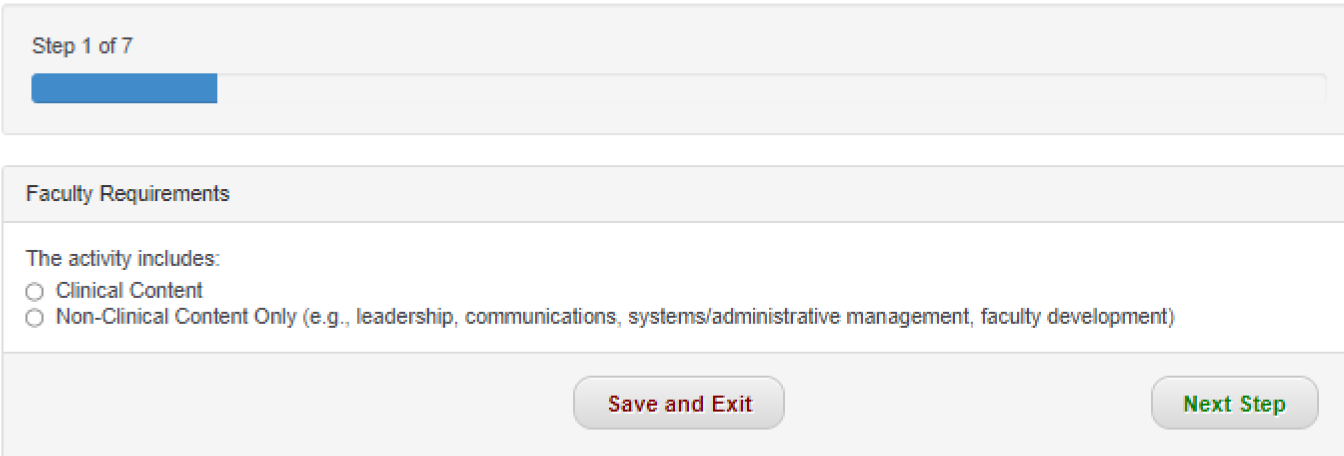
Locate the 'Activity Title' you are disclosing for and click the "Add info' button, under the heading 'Available Actions'



Step 1 of 7 – Activity Content

Based on the scope of the content the activity will cover, select applicable statement.

Click ‘Next Step’ to continue or ‘Save and Exit’ if unable to complete presently.



Note: If the activity includes non-clinical content only, disclosure of financial relationships is not required and the following steps will be skipped:

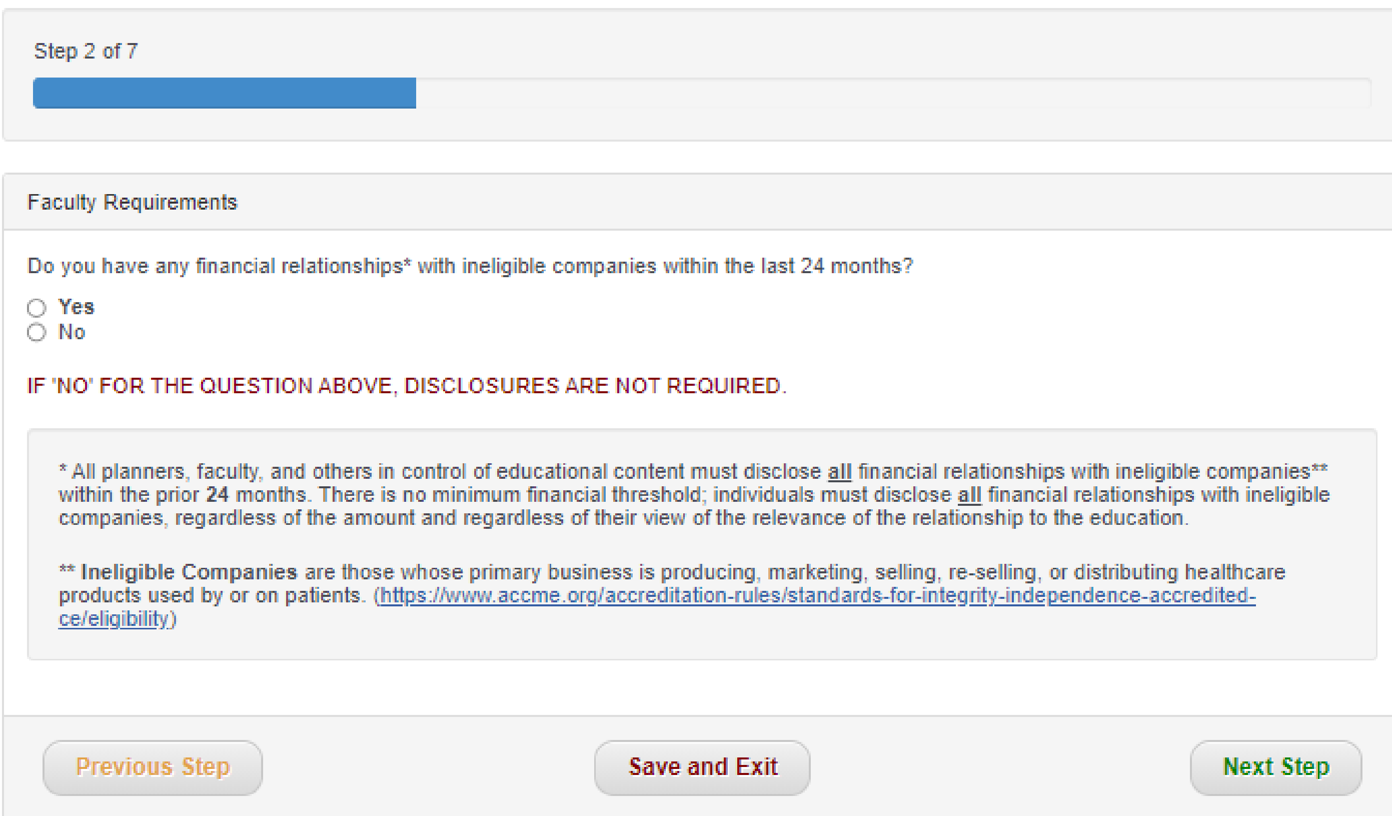
- Step 2 – Disclosure of Financial Relationships
- Step 5 – Ineligible Company Disclosures

Step 2 of 7: Indication of Financial Relationships

Indicate whether or not you have had any financial relationships with ACCME defined ineligible companies within the last 24 months by selecting ‘yes’ or ‘no’.

> * All planners, faculty, and others in control of educational content must disclose **all** financial relationships with ineligible companies** within the prior **24** months. There is no minimum financial threshold; individuals must disclose **all** financial relationships with ineligible companies, regardless of the amount and regardless of their view of the relevance of the relationship to the education.
>
> ** **Ineligible Companies** are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. (https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility)

Click ‘Next Step’ to continue or ‘Save and Exit’ if unable to complete presently.


Step 2 of 7

Faculty Requirements

Do you have any financial relationships* with ineligible companies within the last 24 months?

- Yes
- No

IF 'NO' FOR THE QUESTION ABOVE, DISCLOSURES ARE NOT REQUIRED.

* All planners, faculty, and others in control of educational content must disclose **all** financial relationships with ineligible companies** within the prior **24** months. There is no minimum financial threshold; individuals must disclose **all** financial relationships with ineligible companies, regardless of the amount and regardless of their view of the relevance of the relationship to the education.

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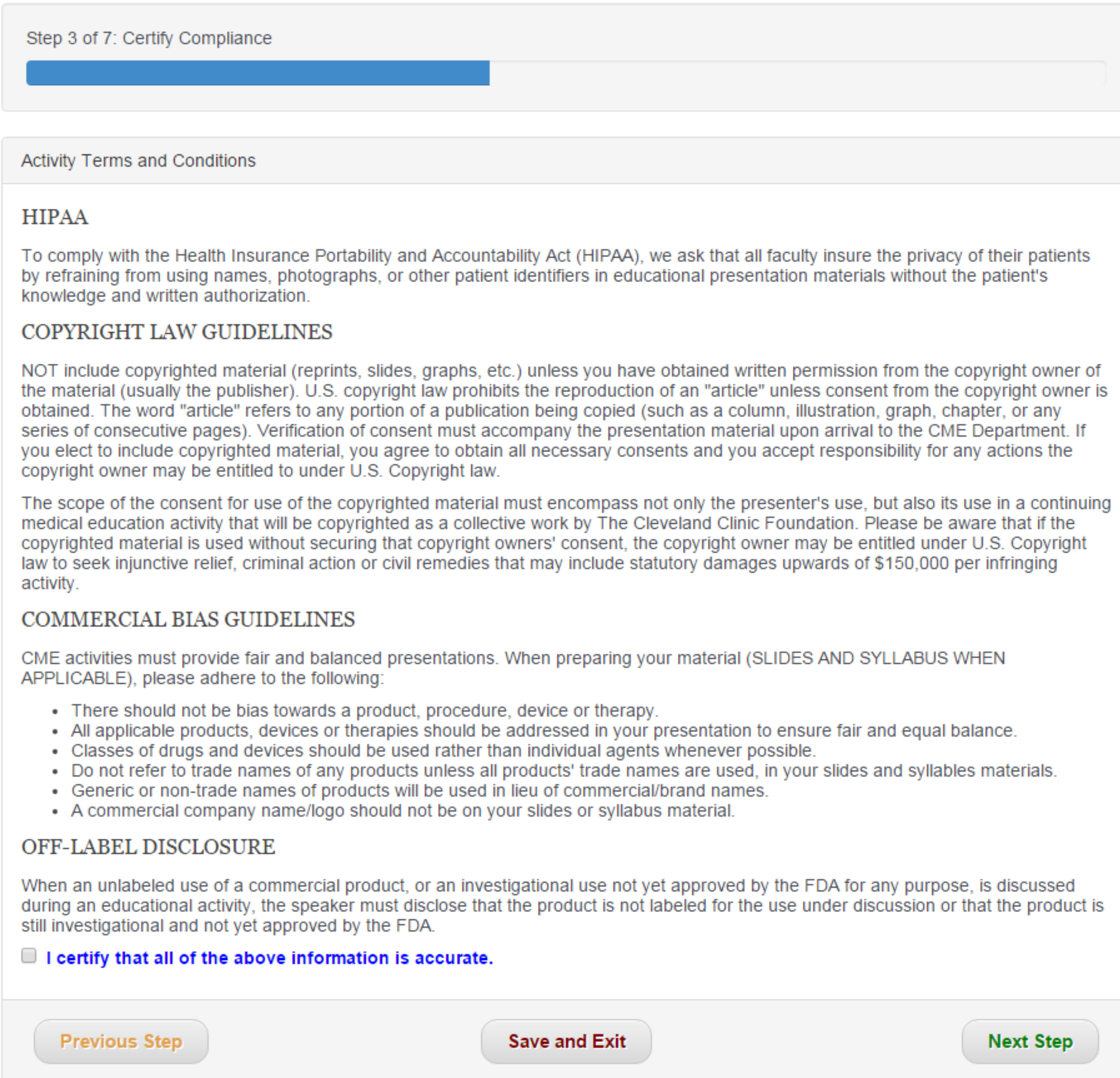
Previous Step | Save and Exit | Next Step

Step 3 of 7: Certify Compliance with Activity Terms and Conditions

Read and then check box to certify.

Click ‘Next Step’ to continue or ‘Save and Exit’ if unable to complete presently.



Step 3 of 7: Certify Compliance

Activity Terms and Conditions

HIPAA

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

COPYRIGHT LAW GUIDELINES

NOT include copyrighted material (reprints, slides, graphs, etc.) unless you have obtained written permission from the copyright owner of the material (usually the publisher). U.S. copyright law prohibits the reproduction of an "article" unless consent from the copyright owner is obtained. The word "article" refers to any portion of a publication being copied (such as a column, illustration, graph, chapter, or any series of consecutive pages). Verification of consent must accompany the presentation material upon arrival to the CME Department. If you elect to include copyrighted material, you agree to obtain all necessary consents and you accept responsibility for any actions the copyright owner may be entitled to under U.S. Copyright law.

The scope of the consent for use of the copyrighted material must encompass not only the presenter's use, but also its use in a continuing medical education activity that will be copyrighted as a collective work by The Cleveland Clinic Foundation. Please be aware that if the copyrighted material is used without securing that copyright owners' consent, the copyright owner may be entitled under U.S. Copyright law to seek injunctive relief, criminal action or civil remedies that may include statutory damages upwards of $150,000 per infringing activity.

COMMERCIAL BIAS GUIDELINES

CME activities must provide fair and balanced presentations. When preparing your material (SLIDES AND SYLLABUS WHEN APPLICABLE), please adhere to the following:

- There should not be bias towards a product, procedure, device or therapy.
- All applicable products, devices or therapies should be addressed in your presentation to ensure fair and equal balance.
- Classes of drugs and devices should be used rather than individual agents whenever possible.
- Do not refer to trade names of any products unless all products' trade names are used, in your slides and syllables materials.
- Generic or non-trade names of products will be used in lieu of commercial/brand names.
- A commercial company name/logo should not be on your slides or syllabus material.

OFF-LABEL DISCLOSURE

When an unlabeled use of a commercial product, or an investigational use not yet approved by the FDA for any purpose, is discussed during an educational activity, the speaker must disclose that the product is not labeled for the use under discussion or that the product is still investigational and not yet approved by the FDA.

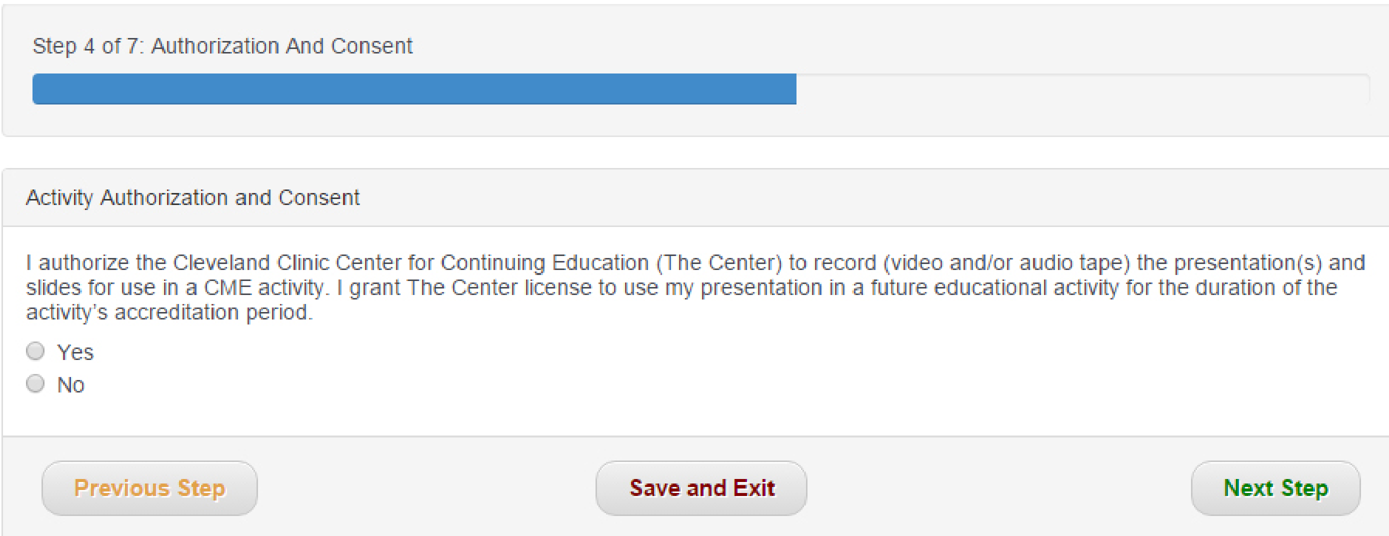
☐ **I certify that all of the above information is accurate.**

Previous Step | Save and Exit | Next Step

Step 4 of 7: Authorization and Consent

Read and either accept or decline the terms and conditions

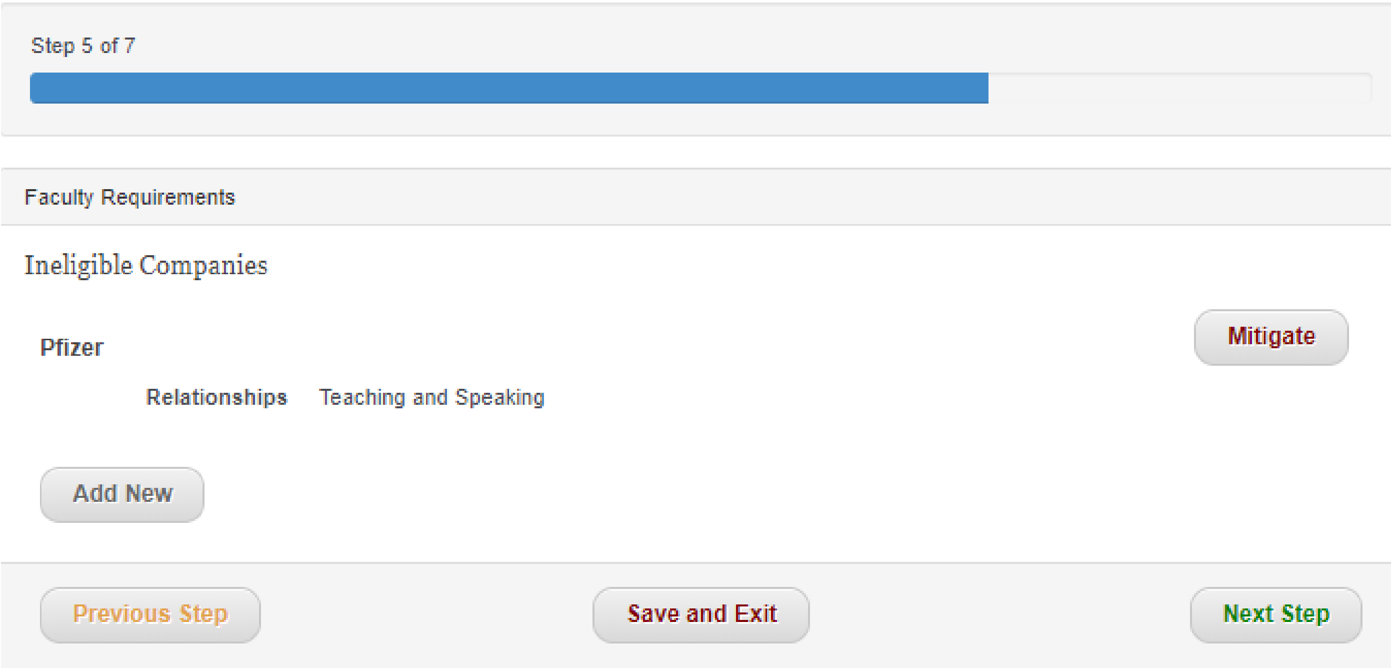
Click ‘Next Step’ to continue or ‘Save and Exit’ if unable to complete presently.



Step 5 of 7: Ineligible Company Disclosure(s)

If you have previous disclosures, you will see them on the screen. Select 'Mitigate' to edit the relationship and select steps you will take to mitigate the conflict of interest, appropriate to your involvement in the activity.

If you do not have any previous disclosures or need to add a new relationship, click 'Add New'



Step 5 of 7 continued: Ineligible Company Disclosure(s)

Complete the information required for each ineligible company:

1. Select 'Name of Ineligible Company' from the drop-down list provided **OR…**
2. If the company is not in the drop-down option, type the Ineligible Company in the text-box provided
3. Select all applicable relationships regarding the company.
4. Indicate whether or not the relationship ended or is still current.
5. If 'relationship is still current' select how you will mitigate any potential conflict of interest.
6. Once complete, click 'Save and Apply'.

Step 5 of 7

Faculty Requirements

Ineligible Companies

Name of Ineligible Company: Select...

Enter ineligible company name if missing from list above:

Enter name for review

What is your relationship with the above ineligible company?
Select at least one

- ☐ Employment
- ☐ Ownership interest (partnership or stock/stock options in a privately owned company
- ☐ Ownership interest (stock, stock options in a publicly owned company)
- ☐ Intellectual property rights (Royalties or patent sales)
- ☐ Consulting
- ☐ Teaching and Speaking
- ☐ Independent contractor (including contracted research)
- ☐ Principal or Co-Investigator of funded research
- ☐ Board Membership
- ☐ Advisor or review panel participant
- ☐ Other activities from which remuneration is received or expected

details

Has the financial relationship ended?
If the financial relationship existed during the last 24 months, but has now ended, we are required to disclose this to learners but no additional mitigation steps need to be taken.

- ○ Yes - Relationship ended within the past 24 months
- ○ Yes - Relationship ended more than 24 months ago
- ○ No - Relationship is still current

◉ No - Relationship is still current

Please indicate how you will mitigate a potential conflict of interest as a speaker/author/moderator of this activity.
Select at least one

- ☐ All clinical recommendations will be evidence-based and free of commercial bias
- ☐ Content will adhere to evidence-based practice guidelines
- ☐ Peer-reviewed literature will be used
- ☐ Relationship is not relevant to my content

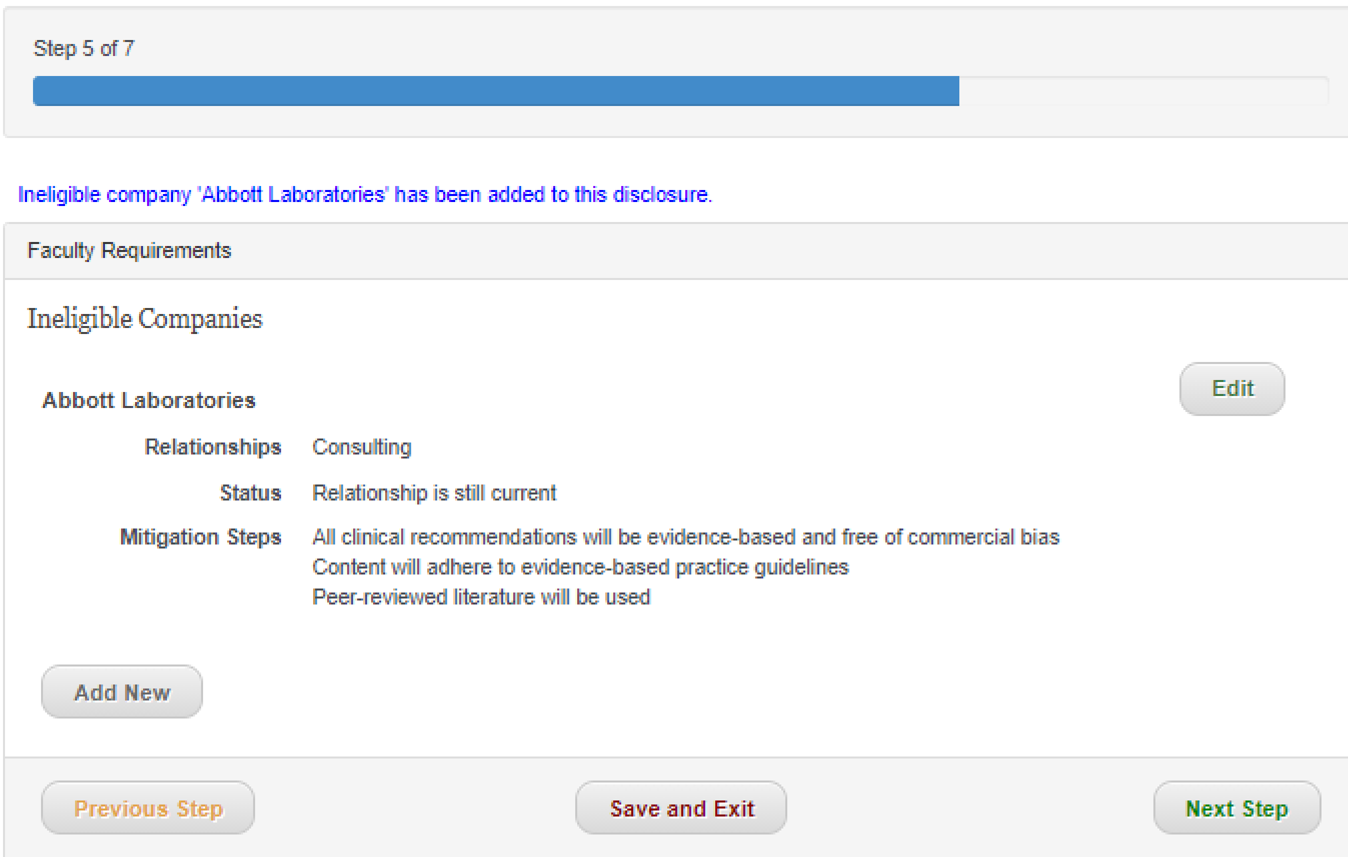
Save Cancel

Step 5 of 7 Continued: Ineligible Company Disclosure(s)

Once completed, the disclosure will be displayed under the heading ‘Ineligible Companies’.

To revise, click ‘edit’. To add additional relationships, click ‘add new’. ***Repeat the above process for <u>all</u> financial relationships with Ineligible Companies that occurred within the past 24 months, until list is complete.***

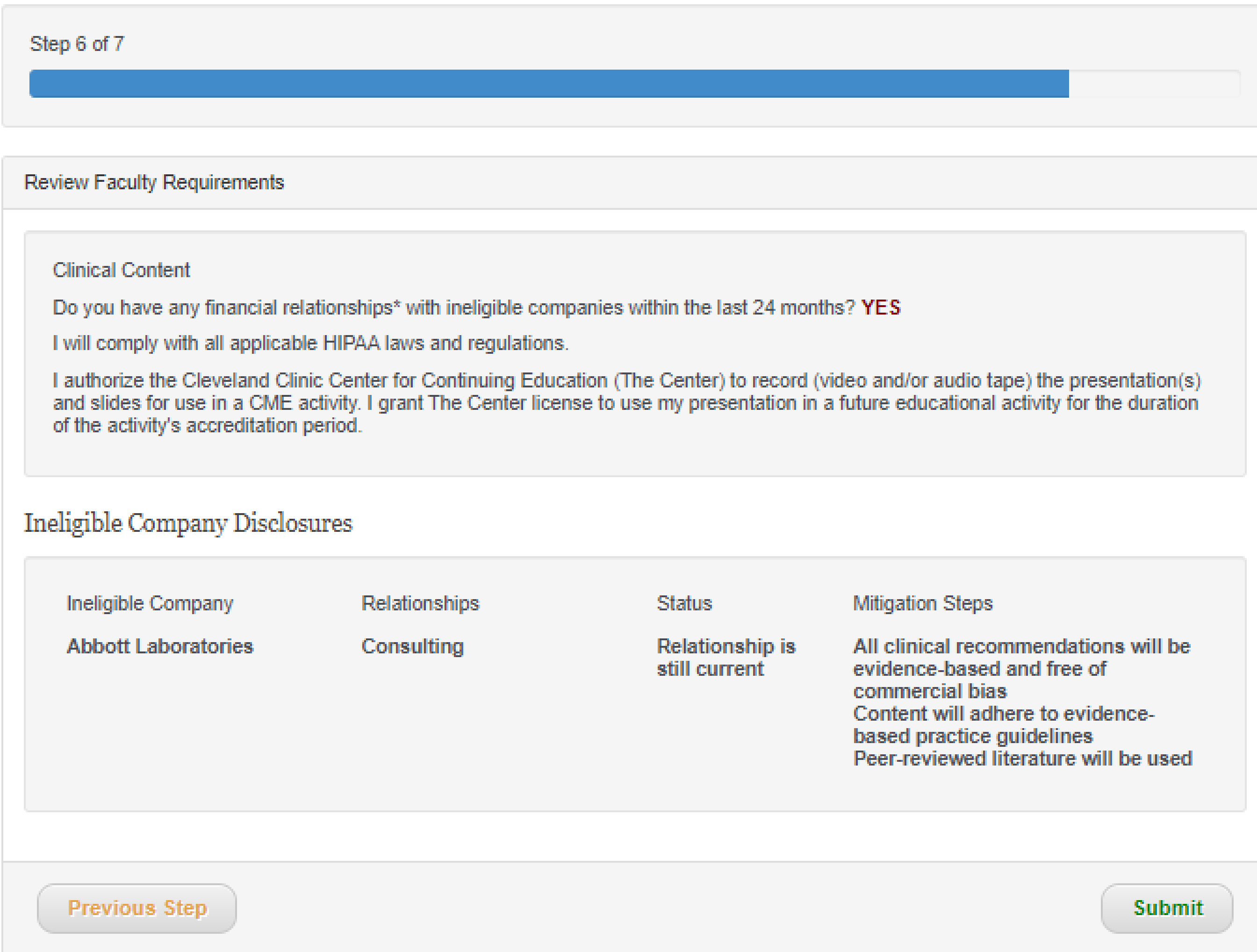
Once complete, click ‘Next Step’ to continue or ‘Save and Exit’ if unable to complete presently.



Step 6 of 7: Review and Submit Disclosure(s)

Review information and then click ‘Submit Disclosure’ if correct. This will then go to the Activity Director for review and approval.

If changes are needed, please use the ‘Previous Step’ button and edit where necessary.



Step 6 of 7

Review Faculty Requirements

Clinical Content

Do you have any financial relationships* with ineligible companies within the last 24 months? **YES**

I will comply with all applicable HIPAA laws and regulations.

I authorize the Cleveland Clinic Center for Continuing Education (The Center) to record (video and/or audio tape) the presentation(s) and slides for use in a CME activity. I grant The Center license to use my presentation in a future educational activity for the duration of the activity's accreditation period.

Ineligible Company Disclosures

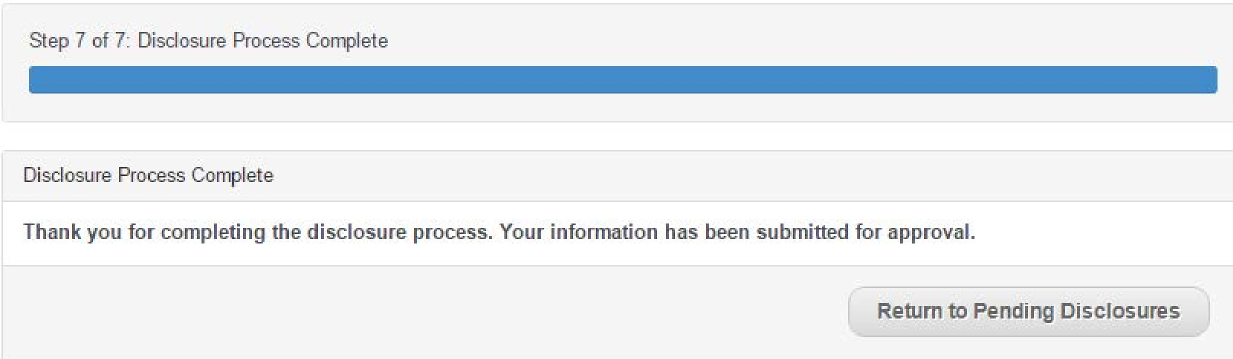
Ineligible Company	Relationships	Status	Mitigation Steps
Abbott Laboratories	**Consulting**	**Relationship is still current**	**All clinical recommendations will be evidence-based and free of commercial bias** **Content will adhere to evidence-based practice guidelines** **Peer-reviewed literature will be used**

Previous Step

Submit

Step 7 of 7: Disclosure Process Complete

Once submitted, the following screen will display.



When you return to the ‘Pending Disclosures’, status will be updated to ‘Submitted’ which indicates it is waiting on Activity Director review.