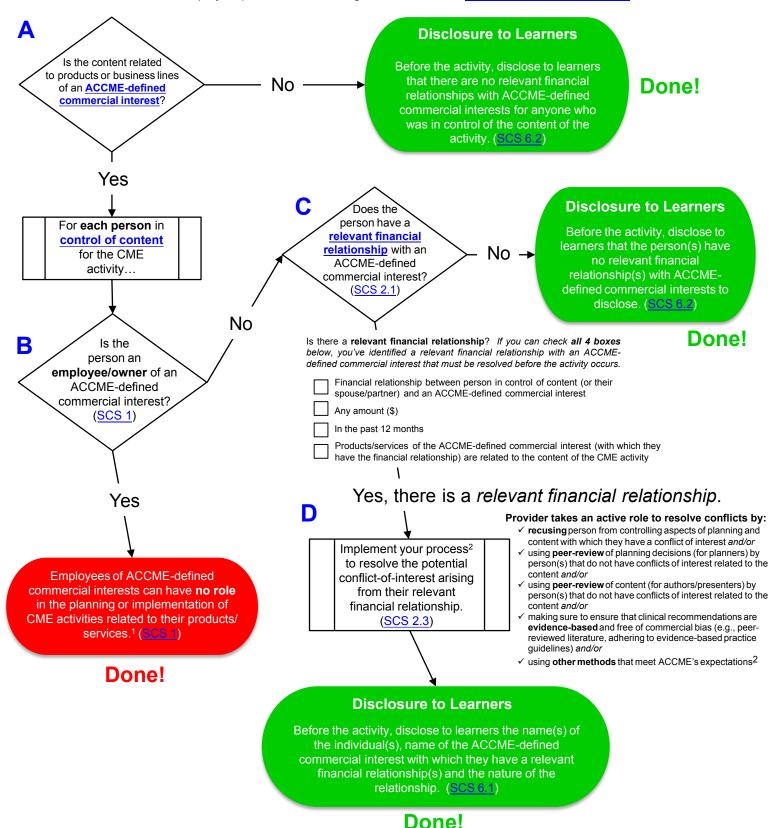


## Flowchart for the Identification and Resolution of Personal Conflicts of Interest Meeting the Expectations of ACCME's Criterion 7

(Last updated : February 1, 2017)

Use this flowchart at the beginning of your planning process for CME activities to ensure independence from ACCME-defined commercial interests. **Start at A below.** For step-by-step instructions for using this flowchart, visit **www.accme.org/coiflowchart**.



## **Footnotes**

- The use of employees of ACCME-defined commercial interests as faculty and planners or in other roles where they are in a position to control the content
  of accredited CME is prohibited, except in specific situations. For more information, visit this Ask ACCME frequently-asked-question regarding commercial
  employees.
- 2. There are a range of approaches providers can use to resolve potential conflicts of interests. For more information, visit ACCME's Provider Examples of Compliance and Noncompliance for Criterion 7 on www.accme.org.





To be completed prior to/ at kick-off planning meeting of CME/CE activity.

Step 1: ALL PLANNERS MUST DISCLOSE PRIOR TO START of the Activity Planning KICKOFF MEETING, including completing a new disclosure form or bringing a previously completed (but still in-force disclosure form) for group review. This form is used in conjunction with Disclosure Form and COI Resolution/Peer Review Form. Date of Kick-off: \_\_\_\_/\_\_\_ Activity Name: \_\_\_\_\_\_\_ Activity Start Date: \_\_\_\_/\_\_\_ **Step 2:** Complete the Summary table of disclosed firms and conflicted planners, with data collated from Disclosure Forms of Planners: Commercial What products are produced by this List all Planner(s) with this List all mechanisms that will resolve conflict firm relevant to this Dx state/entity? relationship (use numbered codes below) **Interest Firm** Codes: Conflict-Resolving mechanisms for *Planners*: Planner who completed this Analysis and attests 1. Eliminate planner entirely from participating in the CME-CE activity planning. to conflicts being satisfactorily resolved. 2. Planner will recuse self from input on relevant areas listed in the table above 3. Planner will recommend an alternative planner for this topic for the planning committee's consideration. 4. Planner will divest self from this financial relationship prior to the Activity (Audience's) Start Signature:\_\_\_\_\_ Date 5. Relationship(s) disclosed were **determined not to be relevant** to the CME-CE presentation.