Purpose: These guidelines are intended to ensure all disclosure information is in compliance with the CME Program - Conflict of Interest (COI) Policy.

*NOTE: PNWU currently does not accept support from commercial interests in any CME activities provided by the OUCME.

Definitions:
- **Commercial interest** is any entity producing, marketing, reselling, or distributing health care goods or services consumed by, or used on, patients.
- **Commercial support** is defined as financial or in-kind contributions given by a commercial interest, which is used to pay all or part of the costs of an educational activity.
- **In-kind** refers to the loan or donation of equipment, supplies, and/or services from a commercial entity.

Scope: These guidelines encompass all forms of physician education certified for CME by PNWU, whether held on or off campus (i.e. conferences, regularly scheduled series, enduring materials, etc.).

All disclosure information gathered during the planning of an event must be communicated to the audience prior to the activity. Disclosure has four elements:
- Planning Committee COI
- Speaker (Faculty or Author) COI
- *Commercial Support Unrestricted Education Grants
- COI Resolution (if needed)

During the initial stages of the planning process, planning committee members must disclose any relevant financial relationships that might affect independent involvement in the proposed CME activity. Planning committee members who refuse to disclose financial relationships must be disqualified from participating in planning the activity.

At least two weeks prior to the activity, invited speakers must disclose any relevant financial relationships that might affect independent involvement in the proposed CME activity. Any speaker who refuses to disclose financial relationships will be disqualified from participating in the implementation of the activity.

If any individual declares a potential conflict of interest, the conflict of interest resolution process must be completed by that individual, reviewed by the planning
committee, and approved by the director of CME (see CME Program - Conflict of Interest Policy).

All of the above must be communicated to the audience regardless of the status of information. This means that even if no individual disclosed a relevant financial relationship, that information must be communicated to the audience.

*All commercial support in the form of educational grants must be communicated to the audience.

Acknowledgement of disclosure and resolution of conflict(s) of interest information must be communicated to potential learners prior to the start of an activity in a documentable way. This can include slides, handouts, brochures, etc. The disclosure can be made verbally, but must be documented by a representative in attendance and submitted to the OUCME within two weeks of the activity.