EBAH Standards and Guidelines for Accreditation of CME-CPD Activities

Table of Contents

1. The European Board for Accreditation in Hematology (EBAH) 2
   1.1. Mission 2
   1.2. Vision 2
2. General statements/definitions 2
3. Eligibility for accreditation 3
   3.1. Eligibility of educational activities 3
   3.2. Eligibility of the organizer of education: 4
4. Criteria (requirements) for accreditation 5
   4.1. Program description 5
   4.2. Commercial support 6
5. Allocation of EBAH CME-CPD credits 7
   5.1. The allocation of credit points is time based 7
   5.2. "Certificate of Up-to-date CME-CPD in Hematology" 7
6. Procedures 7
   6.1. Application 7
   6.2. Review 8
   6.3. Organizer obligations during and after the accredited activity 8
   6.4. Evaluation and audit 8
7. Fees 9
   7.1. Administrative fee 9
   7.2. Accreditation fee 9
8. Appendices 10
   8.1. Appendix I - EBAH CME-CPD accreditation application checklist 11
   8.2. Appendix II - Checklist for reviewers 13
   8.3. Appendix III - List of chairs, authors, tutors and speakers with affiliations (Template) 15
   8.4. Appendix IV - Declaration of the nature of the sponsorship or grant 16
   8.5. Appendix V - Disclosures 17
   8.6. Appendix VI - Suggested questions for a post-activity feedback questionnaire 19
   8.7. Appendix VII – Final activity report 20

1. The European Board for Accreditation in Hematology (EBAH)

1.1. Mission

EBAH stimulates and supports harmonized high-quality Continuing Medical Education in hematology, both for individuals and organizations, in order to provide the highest possible standard of patient and public health care within Europe.

1.2. Vision

EBAH aims to be the reference accreditation board in Europe for unbiased and transparent Continuing Medical Education in Hematology.

Continuing Medical Education - Continuing Professional Development (CME-CPD) is widely accepted as a means to encourage individual practitioners to maintain and develop professional knowledge and skills keeping up-to-date with latest developments within the field.

When spending valuable time on training activities, it is essential to ensure that one is attending a high-quality educational program. The European Board for Accreditation in Hematology (EBAH) has been established as an independent accreditation body in response to this need. In practice, EBAH applies a hybrid system:

- EBAH awards CME-CPD credit points as a sign of quality of CME-CPD activities irrespective of the format (live, on-line, blended) after strict reviewing by an independent review board considering the highest quality standards.
- EBAH awards accreditation of highly reputable scientific and medical associations and societies as education providers after strict reviewing and monitoring if they consistently show that they follow the standards and meet the requirements for delivering independent CME-CPD that accelerates learning, change, and improvement in healthcare.
- CME-CPD activities that benefit and develop hematology and related fields are within the scope of the present EBAH Standards and Guidelines document.

2. General statements/definitions

2.1. Definition of CME

Continuing Medical Education (CME) - The process by which healthcare professionals engage in activities designed to support their continuing professional development. Activities are derived from multiple instructional domains, are learner centered, and support the ability of those professionals to provide high-quality, comprehensive, and continuous patient care and service to the public or their profession. The content of CME can be focused not only on clinical care, but also on those attitudes/skills necessary for the individual to contribute as an effective administrator, teacher, researcher, and team member in the healthcare system.

2.2. Definition of CPD

Continuing Professional Development (CPD) – The learning journey of the healthcare professional as he/she seeks to improve her/his competence and expertise. This learning journey is supported by continuing medical education and other personal/professional activities by the learner with the intention of providing safe, legal, and high-quality services aiming at better health outcomes for the patients and the community.

2.3. Organizer: The institution or organization that has developed the CME-CPD activity. They may be an academic institution, a scientific society, a hospital or a medical education company. There cannot be a commercial interest.

2.4. Learner: A participant in a CME-CPD activity.

2.5. (Healthcare) Professional: A professional in the field of hematology. Those include but are not limited to: physicians, nurses, laboratory technicians, and any other professionals that work in hematology or related fields.

2.6. Course director: A professional individual in charge of the program and who can ensure that procedures have been followed for quality control. Also, the course director will be asked to inform and educate the faculty on the criteria and guidelines of CME-CPD accredited activities.

2.7. Unbiased / independent CME-CPD: A CME-CPD activity, all elements of which, development, design and execution are free of any control of commercial interest and / or any other undesirable influence.

2.8. Commercial interest: Any interest in profit, especially associated with the production, sale, resale or distribution of healthcare products or services consumed by or used by patients.

2.9. Disclosure: Anyone in control of CME content must disclose relevant financial relationships. Individuals must also include in their disclosure the relevant financial relationships of a spouse or partner. Relevant financial relationships are financial relationships in any amount that may create a conflict of interest and that occurred in the previous twelve months. Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

3. Eligibility for accreditation

3.1. Eligibility of educational activities

3.1.1. Live events: oral presentations with simultaneous presence of the audience, poster sessions if posters are orally presented, visitation programs, tumor boards.

- Verification of attendance is mandatory.
- A credit point will be awarded for 1 hour of education, which should contain 45 minutes of presentation and 15 minutes for discussion.
- In order to promote learning, the organizers of education should be encouraged to use modalities that will develop the live events as interactive as possible. Education organizers are free to decide how they will achieve the audience involvement and participation, however they should include details of the type of audience participation on the event program. It is the organizer's responsibility to ensure that sufficient time is left for interactive discussion.

3.1.2. E-learning/distant learning programs: the items referred to as "e-learning materials/programs" are to be interpreted as the educational materials delivered to the learner via electronic means, such as but not restricted to: recorded audio, recorded visual, digital presentations, digital quizzes, distance learning available online via an educational website, or a mixture or technological development of the aforementioned media. Question-based educational Apps can also be recognized as a CME activity if they are found of sufficient educational value on a case-by-case basis.

- Credit points will be awarded for e-learning material with assessment included on a time basis. The likely duration of the learning experience should be stated on submission for accreditation.
- The learner should be provided with substantial feedback on each question of assessment, including reference and potentially further reading material.

- The organizer must provide technical information and support, stating the required format and possible system specifications for use of the material (e.g. Windows/MacOS; DVD region), and must provide contact details for the provision of assistance and technical support in case of any issues related to functionality of the accredited e-learning material.

3.1.3. Others: *blended programs*, *reviewing activities*, *etc. can* also be recognized as a CME-CPD activity on a case-by-case basis.

- EBAH recognizes that some technologies go beyond conventional definitions and that e-Learning can encompass learning via electronic media in combination with face-to-face interactions. Those are also considered by means of applying the criteria for eligibility for accreditation of general e-Learning materials. Such items, referred to as "blended learning", include all the media listed above used also in combination formats in which the material is coupled with interactions between learners and teachers. This can be achieved via outlets that encompass but are not restricted to: asynchronous online platforms that allow peer-to-peer interactions and teacher's interventions and online programs that include forms of face-to-face interactions between users.
- Article and abstract review can be recognized as a CME activity. Academic publishers and event scientific/educational organizers may send an official request only once per activity, providing information on the average number of reviewers impacted per year and an estimation of the time needed for reviewers to assess the activity. The applicant (publisher, event scientific/educational organizer) will be responsible for making sure reviewers are only awarded EBAH CME credit points in relation to the work performed.

3.1.4. Examinations: Examinations are of high educational value and can be considered as CME-CPD products as such, provided they are aimed at continuing medical education. Only examinations in the field of hematology or related fields can be accredited. An application form must also be completed by exam organizers and, as per other CME material, complemented with a sample of questions (translated in English is necessary). Only assessments worthy of accreditation will be granted credit points.

- Credit points will be awarded on a time basis. The likely duration of the learning experience related to the activity should be stated on submission for accreditation by the organizer of the exam.
- The organizer of the exam will be responsible for making sure participants and question writers are only awarded credit points in relation to the individual participation.

3.1.5. The following activities are <u>not</u> eligible for EBAH CME-CPD Credits: poster sessions; corporately sponsored symposia as well as the sessions held in parallel with the sponsored symposia or other social program; coffee, lunch, and dinner breaks; recreational activities or social program activities; sessions and events not organized by the academic organizer.

3.2. Eligibility of the organizer of education:

- Academic or scientific or educational organizations are eligible to apply for accreditation.
- Other organizers of education (e.g. hospitals, individual hematologists, groups of hematologists or related specialists or others) who take responsibility for the quality and independence of content and presentation are also eligible.

- The pharmaceutical and medical device industries are not eligible to apply for accreditation. The refusal to allow the pharmaceutical or medical device industries does not imply that such programs lack quality, as EBAH acknowledges their merits, but merely that in such cases bias cannot be excluded.
- Applications for accreditation coming from Medical Education Companies as Organizers are also accepted, in case they comply with all the rest of the criteria for accreditation.
- For enduring materials, the applicant may be an academic publisher or software developers operating either independently or in association with an educational institution.

4. Criteria (requirements) for accreditation

4.1. Program description

The organizer of education should provide a clear description of the nature of the educational program (live event, e-learning material, etc.), the title of the program submitted for accreditation, its venue and dates if it is a live event or a link for on-line access in case of e-learning program.

Live events may be international or national CME-CPD activities in hematology or related fields, however the official working language for EBAH documents and administrative matters is English. The official language of other accredited formats (i.e. *e-learning, blended programs, reviewing activities, educational apps, etc.)* should be English or a complete translation should be available.

The individuals involved in the preparation of the educational program are specialists in hematology or related fields and are of high academic and scientific repute. The submission should contain the names and contact details of the organizer and the course director, as well as the names and CVs of the scientific chair(s).

The organizer should demonstrate that the submitted CME-CPD activity exclusively benefits hematology. Data on the number of the expected participants/ learners and information how they relate to hematology should be provided. The activity has to be suited for the target audience. Such target audience should be stated and match the "needs assessment study" that was conducted, detailed describing to which learners category the activity is most likely to benefit.

4.1.1. Learning needs

The educational activity must recognize and meet the needs of the target groups. Therefore, a "needs assessment" process should have been performed beforehand. The need(s) detected must be clearly defined by the organizer as well as how the need(s) was/were identified (feedback from previous activities, questionnaires to a sample population of potential participants, surveys, etc.), and how the proposed CME activity meets the identified need(s).

4.1.2. Learning objectives

The learning objectives should respond to the learning needs detected and should be used to evaluate the success of the learning material. Therefore, the material must be bound by expected learning outcomes which say what the learners will be able to know/understand/perform once they complete the learning activity successfully. They must be assessable.

4.1.3. Methodology

The methodology must be clearly defined by the organizer and has to be related with the objectives of the program and has to be adapted to the needs of the potential users. The organizers should be encouraged to develop activities as interactive as possible and to utilize methods of active, adult learning to achieve educational objective(s).

4.1.4. Contents

The organizer of the educational activity is fully responsible for the scientific impartiality, objectivity, quality, and balance of the scientific content. The organizer must clearly state compliance of the educational activity with all relevant ethical, medico-legal and legal requirements.

The content submitted for accreditation must be linked under the relevant sections of the European Hematology Curriculum, for the benefit of the participant and towards harmonization, as it is endorsed by 27 countries in and outside Europe.

- For live events the organizer must provide the latest version of the programme at the time of application. The scientific program must include the session titles, their start and end times, their chairs and speakers, and a list of names and profiles of the faculty members including full contact details.
- For e-learning activities (incl. educational Apps) the organizer must present the scientific content of the e-Learning material. The content submitted for accreditation must include all material to which the learners will be exposed. The program must be open for review, without costs, to the reviewers of EBAH for assessment. For reviewing purposes, it must be possible to run through the program freely without fully completing tests and meeting other interactive requirements (skip-functionality). For that purpose, all details for direct access to the educational material and educational platform must be provided.
- For other formats (e.g. reviewing, formative assessment/exams) the applications should contain explanation how the content relies to hematology and will be communicated on a case-to-case basis.

4.1.5. Assessment

The educational activities must allow for the learner to be assessed or self-assessed on their engagement with the material and provide some sort of feedback to the organizer. The learner should also be provided with substantial feedback, e.g. with explanations and when this is possible including reference and potentially further reading material.

4.1.6. Feedback (e.g. attendance check, evaluation forms, final report, etc.)

The education organizer must provide a reliable and effective means for the learners to provide feedback on the educational activity, including the extent to which the educational objectives are met and perception of bias and if the learners intend to change their practice on completing the activity.

4.2. Commercial support

A CME-CPD activity has a scientific and educational purpose only. The organizer must ensure that the educational and scientific content of the activity is neither influenced by nor biased by commercial entities.

Contributions to the educational program by one or more commercial entities other than financial support are not allowed. The financial sponsorship offered to an organizer of education by the sponsor should be through a transparent contract. All funding must be provided free of any attempt of the sponsor to influence the program, individual sessions, subjects for discussion, content or choice of faculty members.

Any relevant financial relationship of individuals involved in the CME-CPD activity with a commercial entity and any other affiliation potentially able to introduce a bias of individuals involved in any way the preparation or carrying out of the educational activity must be fully declared.

5. Allocation of EBAH CME-CPD credits

5.1. The allocation of credit points is time based

1 hour of CME-CPD activity = 1 EBAH CME-CPD credit point.
0.5 EBAH CME-CPD credit points can be allocated for e-learning activities.

The organizer claims the time a learner will need to complete the activity and on reviewing the application EBAH takes the final decision.

Up to a maximum of 8 EBAH CME-CPD credit points can be allocated per day.

An activity can be accredited either by the cumulative number of hours of the activity or per section/module if the organizer wishes to monitor the attendance.

5.2. "Certificate of Up-to-date CME-CPD in Hematology"

EBAH issues a "Certificate of Up-to-date CME-CPD in Hematology" free of charge for EBAH system users when a user has obtained **150 EBAH CME-CPD credit** points or more in the period of **3 consecutive years.** The certificates are issued by the system once a year and a notification is sent to the users via e-mail.

6. Procedures

6.1. Application

Organizer of the CME-CPD activity (i.e. course director) submits the application (including the disclosures of chairs and speakers) via the online platform.
Timeframe: minimum of 8 weeks before the start of the program. In case of incomplete disclosures, those may still be updated up to two weeks before the program starts.

↓

The EBAH Office checks the application using the checklist (Appendix I).

↓

Reviewers assess the program and ask questions if there are any. The EBAH Office contacts Organizers for clarification of questions.

↓

The EBAH Office sends the application to at least two Reviewers.

6.2. Review

An application is reviewed by at least two EBAH reviewers. In case of discrepancy between the two reviewers, the EBAH office asks a third member or the Chair to make the final decision.

EBAH reserves the right to ask for additional information and clarifications from the contact person/course director.

Upon final decision, EBAH coordinator informs by e-mail the contact person/course director if the activity is accredited and what is the number of allocated EBAH CME-CPD credit points. In case of rejection, EBAH coordinator will provide the organizer the reason for the negative decision.

Accreditation of e-learning materials, educational Apps and recurring activities will be valid for three years from the date of confirmation of accreditation unless significant changes were made. A reaccreditation application can be submitted after an update of the material has been undertaken. An update of the content of the activity or any other changes, which do have an effect on the learning objectives, must be communicated to EBAH.

Accreditation of other formats will be valid one time only for the specific activity.

6.3. Organizer obligations during and after the accredited activity

The organizer must inform participants about the EBAH accreditation by including the following statement in the final program or materials:

"[*insert title of CME-CPD activity] has been reviewed and approved for CME-CPD accreditation by the European Board for Accreditation in Hematology (EBAH). The EBAH has approved this educational activity for a maximum number of [insert the allocated number] CME-CPD credits. Each participant should only collect credits for time that she/he/they actually spent in the educational activity.*"

The organizer must also provide participants with clear instructions on how to collect their CME-CPD credits no later than at the start of the activity. A template is provided by the EBAH Office.

Following the activity, the organizer is responsible for confirming participant attendance in the EBAH system via the Attendance tool. Credits are assigned only to participants who hold an EBAH account and whose attendance has been confirmed by the organizer within the platform.

For organizers of accredited activities (such as e-learning, congresses) hosted on online platforms, an optional automated integration (API/webservice) is available via the EBAH platform provider to support automatic attendance confirmation. Additional costs apply. For further information, please contact the EBAH Office.

6.4. Evaluation and audit

6.4.1. Event report

On completing the CME-CPD activity the organizer must send an activity report based on the learners' individual feedback to EBAH within four weeks of the completion of the event. This report must include the participants' feedback, information on the total number of participants and any perception of bias by participants. Failure to provide feedback could jeopardize recognition of any future applications.

6.4.2. Random audits

The EBAH will randomly perform on-site quality controls of accredited live events to ensure compliance with EBAH accreditation criteria. The organizer must allow for the eventuality that representatives appointed by the EBAH may attend or visit the accredited CME-CPD activity. Such attendees or visitors must be granted full access to spaces, persons, and materials that may be of importance to their assessment of compliance with these standards and guidelines.

7. Fees

EBAH charges education organizers via invoice as follows:

7.1. Administrative fee

A non-refundable administrative fee of EUR 50 is charged for the submission of each application form, regardless of the program type (e.g. live event, e-learning program or material, etc.).

The fee is payable upon submission of each application.

7.2. Accreditation fee

The accreditation fee is charged upon successful accreditation of the CME-CPD program.

Fees for live events are based on the number of participants*, while fees for e-learning activities are based on the duration of the program, as outlined below.

Live events and programs

Number of participants	Non-provider fee	Provider (reduced) fee**
Up to 250	EUR 370	EUR 220
251–500	EUR 685	EUR 410
501–1,000	EUR 1000	EUR 600
1,001–2,000	EUR 1,315	EUR 790
2,001–5,000	EUR 2,600	EUR 1,550
More than 5,000	EUR 4,500	EUR 2,680

E-learning activities

Program duration	Non-provider fee	Provider fee**
0.5 hour	EUR 445	EUR 270
>0.5–1 hour	EUR 895	EUR 535
>1–2 hours	EUR 1,050	EUR 630
>2–3 hours	EUR 1,210	EUR 725

For non-standard or blended learning activities, fees will be determined on a case-by-case basis, taking into account both the participant scale and the duration of the program, where applicable.

The above fees exclude VAT. EBAH reserves the right, in its sole discretion, to change its fees at any time.

*Applicants are expected to provide their best estimate of the anticipated attendance. EBAH reserves the right to issue an additional invoice reflecting the applicable fee for the actual attendance.

**Provider refers to organizers holding EBAH provider status. For further information, please see here.

8. Appendices

Appendix I. EBAH CME-CPD accreditation application checklist

Appendix II. Checklist for EBAH reviewers

Appendix III. List of chairs, authors, tutors and speakers with affiliations (Template)

Appendix IV. Declaration of the Nature of the Grant (Template)

Appendix V. Disclosure form

Appendix VI. Suggested questions for a post-activity feedback questionnaire

Appendix VII. Activity report template (suggested data analysis to be included in the annual report)

8.1. Appendix I - EBAH CME-CPD accreditation application checklist

Description of the CME-CPD activity
Title of the activity
Type of CME-CPD activity
Scientific organizer
Contact information
Official language of the CME activity
Number of requested CME hours
Expected number of participants
Website with information (website of the live event or access to the material)*
Declarations needed by the organizer:
• that the organizer will add attendees who indicated to apply for EBAH credit points;
• that the organizer accepts the EBAH standards & guidelines
• that the organizer will add disclosures of the authors, speakers, tutors (if applicable) according to the material
Learning needs
To which need(s) the proposed CME activity responds
How the need(s) was/were identified
How the proposed CME activity meets the identified need(s)
Learning objectives
The educational objectives of the CME-CPD activity
How the educational objectives will be evaluated
A profile of the audience to whom the CME-CPD activity is addressed
Methodology
Teaching methods to be used
How the selected methods are adapted to the needs of the potential users
How the scientific interaction between participants and speakers be encouraged during the CME activity
Scientific quality review
Was the material scientifically peer reviewed?
How can you guarantee the scientific peer review? Please give details of the review process.

List of chairs, authors, tutors and speakers with affiliations
Link to the event/eLearning material
CV of scientific organizer
Contents
Final program of a live event (incl. venue, start date – end date, starting time and ending time for each day of the program, including lunch breaks and coffee breaks, session titles, topics, chairs and speakers)
The scientific content of an eLearning program (includes all material to which the learners will be exposed)
Link the contents to the respective sections and levels in the European Hematology Curriculum
Disclosures
Declaration of the Nature of the Grant
Upload disclosure of all chairs, authors, tutors and speakers
Assessment
Explanation how the organizer will assess the participants' feedback

* The event website cannot be hosted on the industry sponsor's website and cannot bear the industry sponsor's logo (except under a separate tab "sponsor" where the sponsor will be acknowledged).

8.2. Appendix II - Checklist for reviewers

CME-CPD activity
Type of CME-CPD activity
Is there a scientific organizer and a course director?
Number of requested CME hours
Website with information (web site of the live event or access to the material)*
Declarations by the organizer:
that the organizer will add attendees who indicated to apply for EBAH credit points;
that the organizer accepts the EBAH standards & guidelines
that the organizer has collected and included disclosures of the authors, speakers, tutors (if applicable) according to the material
Learning needs
To which need(s) the proposed CME activity responds
How the need(s) was/were identified
How the proposed CME activity meets the identified need(s)
Learning objectives
Does the CME-CPD activity have educational objectives?
Will the educational objectives be evaluated?
Was a profile of the audience to whom the CME-CPD activity is addressed identified?
Methodology
Teaching methods to be used
How the selected methods are adapted to the needs of the potential users
Is there planned interaction between participants and speakers in the program of the CME-CPD activity?
Scientific quality review
Was the material scientifically peer reviewed?
Did the organizer provide a link to the CME-CPD activity/eLearning material?
Did they provide the CV of the scientific organizer/course director?
Contents
Final program of a live event (incl. venue, start date – end date, starting time and ending time for each day of the program, including lunch breaks and coffee breaks, session titles, topics, chairs and speakers) was provided?
The scientific content of an eLearning program (includes all material to which the learners will be exposed) was provided?

Did the Organizer link the contents to the respective sections and levels in the European Hematology Curriculum?
Disclosures
Declaration of the Nature of the Grant
Upload disclosure of all chairs, authors, tutors and speakers
Assessment
Explanation how the organizer will assess the participants' feedback

* The event website cannot be hosted on the industry sponsor's website and cannot bear the industry sponsor's logo (except under a separate tab "sponsor" where the sponsor will be acknowledged)

8.3. Appendix III - List of chairs, authors, tutors and speakers with affiliations (Template)

First name	Last name	Country	(Academic) Affiliation

8.4. Appendix IV - Declaration of the nature of the sponsorship or grant

Dear Organizer,

Please complete this document in case the planned CME activity is sponsored by way of one or more grants or sponsorship agreements provided by a commercial entity (see 4.2). Upon completion, please sign the declaration and submit it in the application form. Thus declaration must be received at least six weeks prior to the start of the planned CME activity.

Thank you, The European Board for Accreditation in Hematology (EBAH)

The planned CME activity

Title: .....

Date from: .....

Date to: .....

The organizer of the CME activity*

Name (organization): .....

Represented by: .....

The sponsor or donor*

Name (organization): .....

We, the representatives of the organizer of the planned CME activity and the commercial entity sponsoring the planned CME activity, hereby certify that, in accordance with the EBAH Standards & Guidelines, the grant or sponsorship provided by the sponsor or donor in support of the planned CME activity does not include influence on the educational program.

Please describe the nature of the agreement and what it covers (e.g. space in exhibition areas, etc. [Optional]

.....

.....

Signature of the representative

_____

Date

_____

8.5. Appendix V - Disclosures

1) The organizer is responsible for providing a list of the potential conflict of interests of all chairs/speakers/tutors/authors.

"Disclosure of Potential Conflicts of Interest List" (Template)

First name	Last name	Country	Disclosures
			Company name 1 (type of affiliation); Company name 2 (type of affiliation) etc.
			In case there are no potential conflicts of interest to disclose, write: *Nothing to disclose*

2) The organizer is advised to provide the enclosed template of "Form for Disclosure of Potential Conflicts of Interest" to every chair/speaker/tutor/author and to collect them signed.

"Form for Disclosure of Potential Conflicts of Interest" (Template)

Please declare any relevant conflicts of interest

O No, I have no financial relationship(s) to disclose

O Yes, I have one or more financial relationship(s) to disclose. If yes, please fill out the appropriate information below (regardless of amount of compensation). Use one line for each entity; add as many lines as you need by adding another row to the table:

Name of Company	Type of affiliation (example: grant; personal fees, non-financial support; intellectual Property - patents & copyrights; royalties)
…add rows if needed	

Relationships not covered above

Are there other relationships or activities that could be perceived to have influenced, or that give the appearance of potentially influencing your work?

O No other relationships/conditions/circumstances that present a potential conflict of interest

O Yes, the following relationships/conditions/circumstances are present (explain below):

Please enter your personal details

Name
Organization/institute/company
Work (postal) address
E-mail address

I declare that I have, to the best of my knowledge, disclosed any relevant financial relationship.

Signature: …… Date:……

Clarifications:

The purpose of this form is to provide the learners of your CME-CPD activity with information about your other interests that could influence how they receive and understand your work. Each author, speaker or chair should submit a separate form and is responsible for the accuracy and completeness of the submitted information. The form comprises:

Relevant financial activities that might present a potential conflict of interest.

This section asks about your financial relationships with entities in the biomedical arena that could be perceived to influence, or that give the appearance of potentially influencing, what you wrote/present for the educational activity. You should disclose interactions with ANY entity that could be considered broadly relevant to the work.

Report all sources of revenue paid (or promised to be paid) directly to you or your institution on your behalf over the 36 months prior to the CME-CPD activity. Please note that your interactions that are outside the presented work should also be listed here. If there is any question, it is usually better to disclose a relationship than not to do so.

For grants you have received for work, you should disclose support ONLY from entities that could be perceived to be affected financially by the presented work, such as drug companies, or foundations supported by entities that could be perceived to have a financial stake in the outcome. Public funding sources, such as government agencies, charitable foundations or academic institutions, need not be disclosed. For example, if a government agency sponsored a study in which you have been involved and drugs were provided by a pharmaceutical company, you need only list the pharmaceutical company.

Intellectual Property such as patents and copyrights, whether pending, issued, licensed and/or receiving royalties should also be disclosed.

Definitions:
Entity: government agency, foundation, commercial sponsor, academic institution, etc.
Grant: A grant from an entity, generally [but not always] paid to your organization
Personal Fees: Monies paid to you for services rendered, generally honoraria, royalties, or fees for consulting, lectures, speakers bureaus, expert testimony, employment, or other affiliations
Non-Financial Support: Examples include drugs/equipment supplied by the entity, travel paid by the entity, writing assistance, administrative support, etc.
Other: Anything not covered under the previous three boxes
Pending: The patent has been filed but not issued
Issued: The patent has been issued by the agency
Licensed: The patent has been licensed to an entity, whether earning royalties or not
Royalties: Funds are coming in to you or your institution due to your patent

8.6. Appendix VI - Suggested questions for a post-activity feedback questionnaire

1. Thinking about what you have learned, do you think the aims of this activity have been met for you?

2. Did you perceive any biases or influence from commercial interests in the activity?

3. To what extent do you expect to use what you have learned in your practice? [For example five tick boxes]

4. How could your learning from this activity have been improved?

8.7. Appendix VII – Final activity report

Final Activity Report

Activity title:

Activity date(s):

Venue (if applicable):

Actual number of participants:

- Please provide breakdown (in %) of participants as seems relevant to you (e.g. geographical; nationality; per specialty; per profession; per category with specific educational needs; per age; per gender, etc.)
- Considering the breakdown, would you plan any changes for your future CME-CPD activities?
- Provide anonymized results of post-activity evaluation completed by the participants.
- Comment on any particular (non-expected) changes in the delivery of the CME-CPD activity if applicable.
- Any other comment

Report prepared by:

* The final activity report must be submitted at the latest 4 weeks after the accredited activity has taken place.