



Declaring and Disclosing Conflict of Interest

The College of Family Physicians of Canada (CFPC) and Royal College of Physicians and Surgeons of Canada (RCPSC) require compliance with the [National Standard for Support of Accredited CPD Activities](#) (the National Standard), which describes the process and requirements for gathering, managing, and disclosing conflicts of interest (COI) to participants.

Definitions

Conflict of interest: A set of conditions in which judgement or decisions concerning a primary interest (e.g., patient welfare, validity of research, quality of medical education) are unduly influenced by a secondary interest (personal or organizational benefit including financial gain, academic or career advancement, or other benefits to family, friends, or colleagues).

Perceived conflict of interest: The appearance of a COI as judged by outside observers regardless of whether an actual conflict of interest exists.

Real conflict of interest: When two or more interests are indisputably in conflict.

National Standard Element 3: Conflict of Interest

This element describes the processes and requirements for gathering, managing and disclosing conflicts of interest to participants.

3.1 All members of the scientific planning committee (SPC), speakers, moderators, facilitators and authors must provide to the CPD provider organization a written description of all relationships with for-profit and not-for-profit organizations over the previous 2 years including (but not necessarily limited to):

- a) Any direct financial payments including receipt of honoraria;
- b) Membership on advisory boards or speakers' bureaus;
- c) Funded grants or clinical trials;
- d) Patents on a drug, product or device; and
- e) All other investments or relationships that could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity.

3.2 The SPC is responsible to review all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity to determine whether action is required to manage potential or real conflicts of interest. The SPC must also have procedures in place to be followed if a conflict of interest comes to its attention prior to or during the CPD activity.

3.3 All members of the SPC, speakers, moderators, facilitators, and authors, must disclose to participants their relationships as described in 3.1

3.4 Any individual who fails to disclose their relationships as described in 3.1 and 3.3 cannot participate as a member of the SPC, speaker, moderator, facilitator or author of an accredited CPD activity.

COI disclosure process

1. All scientific planning committee members, speakers, moderators, facilitators, and authors must complete the Declaration of Conflict of Interest form.
2. All completed original forms must be retained by the party submitting the program for Mainpro+® certification or MOC Section 1 or Section 3 accreditation, (referred to herein as the CPD provider or CPD organizer) for a period of one year following certification expiry, so that the forms are available in the event that the CFPC audits the program.
3. **Scientific planning committee forms:** Completed forms for each scientific planning committee member must be submitted at the time of application for certification (please scan and upload all forms with your CEPD application).
4. **Speaker, moderator, facilitator, and author forms:** These completed *forms must be submitted to the scientific planning committee of the CPD provider organization. It is the role of the scientific planning committee to review all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity* to determine whether action is required to manage potential, perceived, or real COIs. The scientific planning committee must also have procedures in place to be followed if a COI comes to its attention prior to or during the CPD activity.
5. A disclosure must be made **verbally and in writing** to the audience regarding ***whether you do or do not have a relationship*** to disclose. CEPD COI slide template can be used at the beginning of a presentation. *If slides will not be used disclosures must be included in written program materials (e.g. conference program, course website, workbook, reading material) as applicable.*
6. Speakers, moderators, facilitators, and authors are responsible for ensuring that their presentations, education materials, and any recommendations, are balanced and reflect the current scientific literature.
 - The only caveat to this guideline is where there is only one treatment or management strategy. Unapproved use of products or services must be declared in the presentation.
7. Any individual who fails to disclose their relationship(s) as required **cannot participate** as a member of the scientific planning committee, speaker, moderator, facilitator, or author of a Mainpro+ certified activity.

How to complete the Mainpro+ Declaration of Conflict of Interest form

There are three parts to the form:

- Scientific Planning committee members **must complete** Part 1 and 3
- Speakers, moderators, facilitators, and authors **must complete** Part 1, 2 and 3