American Academy of Orthopaedic Surgeons
Policy and Procedures
Managing Conflicts of Interest

Policy
The American Academy of Orthopaedic Surgeons believes that identification and management of Conflict of Interest is a requirement for presenting high-quality, objective continuing medical education activities and shall maintain procedures to meet this requirement.

Section I: Identifying and managing conflict of interest
1. All CME planning committee members are required to complete a written Conflict of Interest Statement annually, updated verbally at each committee meeting and documented for the file by staff. The director of the relevant Academy department is responsible for maintaining the files of the written statements and for assuring that verbal disclosures are made at each committee meeting.
2. The Academy volunteer(s) responsible for planning the CME activity is (are) required to submit their disclosure information at the AAOS Disclosure program website at http://www3.aaos.org/education/disclosure/disclose_intro.cfm upon appointment to the activity and prior to commencement of planning activities. The Academy staff person assigned to the activity is responsible for reviewing the Conflict of Interest information with the relevant committee chair or other peer reviewers.
3. Anyone participating in the planning and presentation of an activity* approved for CME credit by the Academy is required to submit their disclosure information at least 40 days prior to the presentation of the activity at the AAOS Disclosure program website at http://www3.aaos.org/education/disclosure/disclose_intro.cfm
4. Peer reviewers are responsible for conducting a peer review of the activity’s educational objectives and program outline to ensure programs are fair and balanced in terms of presenting multiple points of view. Moreover, for CME courses in which equipment from orthopaedic manufacturers is required, peer reviewers will assure that multiple manufacturers are represented, and that the educational objectives focus on the principles of surgical techniques rather than the application of a particular manufacturer’s equipment. Peer reviewers must document this activity.

* CME activity – Any course, annual meeting, symposium, instructional course, examination, multimedia program, online activity, paper/poster presentation approved for CME credit.
5. If a faculty member/author/contributor fails to complete the Conflict of Interest Statement at least 40 days prior to CME activity date, staff will notify the Academy volunteer responsible for planning the activity (e.g., course director, moderator, publication/electronic media editor). The lead volunteer is responsible for contacting any faculty member/author/contributor who has not submitted their information on the Disclosure Program website to request immediate submission. If the faculty member/author/contributor has not submitted this information at least 30 days prior to the activity (or commencement of authorship), the lead volunteer shall notify the faculty member/author/contributor that he/she may not participate in the activity. The lead volunteer will seek a replacement faculty member/author/contributor.

6. During a live CME activity, if a faculty member makes a specific recommendation regarding a company or a company product, it is the responsibility of the course director, moderator or co-director to provide balanced information at the conclusion of the presentation.

Section II: Peer Review

1. For live CME events (i.e., courses, symposia, paper/poster presentations) the designated peer reviewers are responsible for completing a peer review of the handout materials prior to printing. The purpose of this peer review is to ensure a fair and balanced presentation of the educational content. The handout material needs to be free of identification of any company and company products, unless deemed to be essential to the program content by the peer reviewers. Handout materials shall be revised as necessary under this provision. This process shall also be conducted for any information provided for use online and in our electronic media products.

2. CME planning committees and their staff are required to document the peer review activities.

3. All CME activity evaluation forms are required to include a question seeking participant input on the objectivity of program content with specific reference to bias in live presentations and in printed or electronic CME materials. The relevant staff liaison shall review the results of this aspect of the activity evaluation with the CME planning committee and the lead volunteer(s).

4. As the CME planning committee or Council on Education deem necessary, additional measures to assure fair and balanced CME presentations may be instituted, such as assigning special monitors for live CME events, or engaging product reviewers for enduring materials.