



## **American Academy of Orthopaedic Surgeons**

### **Managing Conflicts of Interest**

#### *Policy and Procedures*

#### **Policy**

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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**

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1. 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 the AAOS Disclosure program website at [www.aaos.org/disclosure](http://www.aaos.org/disclosure). Disclosure information needs to be current within the 12 months preceding the start of the CME activity. The volunteer(s) responsible for planning the CME activity and staff are required to submit their disclosure information at the AAOS Disclosure program website at [www.aaos.org/disclosure](http://www.aaos.org/disclosure) upon appointment to the activity and prior to commencement of planning activities.
2. 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 lead volunteer responsible for planning the activity (eg, Planning committee chair, course director, moderator, editor). The lead volunteer and staff are 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.
3. The AAOS staff person assigned to the activity will review all disclosure information for all individuals who are in control of the content (faculty, authors presenters, editors, etc.) prior to the release of an educational activity, or will confirm with the member/author/contributor whether or not they have conflicting interests with the planning of the CME activity.. If any individuals have financial relationships with ACCME defined commercial interests that have products or services related to the content of the activity, staff will identify the best mechanism for resolving this conflict.

\* CME activity – Including, but not limited to any course, annual meeting, symposium, instructional course, examination, online activity, webinar, paper/poster presentation approved for CME credit.

If no conflict is identified, then no additional action is required prior to CME approval of the activity.

## ***Section II: Peer Review***

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1. 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 and staff 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 and staff must document this activity.
2. For all CME activities, the designated peer reviewers are responsible for completing a peer review of the proposed activity content. The purpose of this peer review is to ensure a fair and balanced presentation of the educational content. These materials also need to be free of identification of any company and company products, unless deemed to be essential to the program content by the peer reviewers and shall be revised as necessary under this provision. CME activity peer reviewers and staff are required to document the peer review activities.
3. 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.
4. 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).
5. As the CME activity 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 and online materials.