

**All speakers, moderators, facilitators, authors and scientific planning committee members** must complete this form and submit it to the identified CPD program’s provider or organizer. Disclosure must be made to the audience whether you do or do not have a relationship with a for-profit or not-for-profit entity. All financial or “in kind” relationships (not only those relevant to the subject being discussed) encompassing the previous two (2) years must be disclosed. If you require more space, please attach an addendum to this page.

**Check all that apply:**     **Member of the scientific planning committee**     **Moderator**     **Speaker**  
 **Author**     **Facilitator**     **Other** (describe) \_\_\_\_\_

**Part 1: Only Presenters, moderators, facilitators, and authors must complete this section.**

I intend to make therapeutic recommendations for medications that have not received regulatory approval (i.e., “off-label” use of medications). **\*\*You MUST declare all off-label use to the audience during your presentation\*\***    YES     NO

I acknowledge that the National Standard requires that any description of therapeutic options utilize generic names (or both generic and trade names) and not reflect exclusivity and branding.    YES     NO

**Part 2: All speakers, moderators, facilitators, authors and scientific planning committee members must complete this section.**

I DO NOT have an affiliation (financial or otherwise) with any for-profit or not-for-profit organizations.  
 • *Speakers, moderators, facilitators, and/or authors who have nothing to declare should inform the audience that they cannot identify any conflict of interest.*

I HAVE/HAD an affiliation (financial or otherwise) with a for-profit or not-for-profit organization.  
 • *Complete the sections below that apply to you now or during the past two (2) calendar years up to and including the current year. Please indicate the for-profit and not-for-profit organization(s) with which you have/had affiliations and briefly explain what connection you have/had with the organization(s). You must disclose this information to your audience both verbally AND in writing.*

	<b>Name of for-profit or not-for-profit organization(s)</b>	<b>Description of relationship(s)</b>
Any direct financial relationships including receipt of honoraria		
Membership on advisory boards or speakers' bureaus		
Funded grants, research, or clinical trials		
Patents for a drug or device		
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		

**Name/Title of program/event:** \_\_\_\_\_

**Acknowledgement:** I, \_\_\_\_\_, acknowledge that I have reviewed the declaration form’s instructions and guidelines, and that the information above is accurate. I understand that this information will be publicly available.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **INSTRUCTIONS AND GUIDELINES**

All completed original forms must be retained by the party submitting the program for Mainpro+ and/or Maintenance of Certification (MOC) Program (referred to herein as the ‘CPD provider’ or “CPD organizer”) for a period of one-year following certification/accreditation expiry in the event that the program is audited by the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada, respectively.

*Scientific Planning Committee forms:* Completed forms for each scientific planning committee member **MUST** be submitted to the CFPC at the time of application for accreditation (scan and upload forms as a single file on CERT+) and held on file for RCPSC.

*Speaker, moderator, facilitator, and author forms:* These forms must be submitted to the CFPC and held on file for the RCPSC at the time of application for certification/accreditation. If these participants are not known at the time, the forms do not need to be submitted to the CFPC with the application. Completed forms for each must be submitted at the time of CFPC ethical review (where applicable) and copies of all conflict of interest forms must be retained by CAEP.

**A conflict of interest is a set of conditions in which judgement or decisions concerning a primary interest (e.g., a patient’s welfare, the validity of research, and/or quality of medical education) is 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).**

### ***The basics***

- All financial or in-kind relationships with for- and not-for-profit organizations (not only those relevant to the subject being discussed) encompassing the two (2) years up to and including the current presentation, must be declared and disclosed. This applies to all scientific planning committee members, speakers, moderators, facilitators, and authors.
- Speakers, moderators, facilitators, and authors are responsible for ensuring that their presentations, or 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 within the presentation.
- Disclosure must be made verbally and also displayed in writing at the beginning of a presentation or included in the written conference materials.
- The conflict of interest declaration forms must be completed and submitted to CAEP prior to the start date of the event or program.
- The scientific planning committee is responsible for reviewing 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 scientific planning committee 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.
- Any individual who fails to disclose their relationship(s) as described cannot participate as a member of the scientific planning committee, speaker, moderator, facilitator, or author of a certified/accredited activity.

False disclosure of or a failure to disclose a conflict of interest as outlined in this document could require the scientific planning committee to replace the speakers, moderators, facilitators, and authors.