American Association of Oral and Maxillofacial Surgeons
Department of Continuing Education
Policies and Procedures

Policy on Disclosure and Resolution of Relevant Conflicts of Interest

1. POLICY
The American Association of Oral and Maxillofacial Surgeons (AAOMS) is accredited as a provider of continuing medical education by the Accreditation Council for Continuing Medical Education (ACCME) and is recognized as a provider of continuing dental education by the American Dental Association Continuing Education Recognition Program (ADA CERP). The AAOMS adheres to the ACCME Essentials and Guidelines, including the ACCME Standards for Commercial Support, and the AAOMS adheres to the ADA CERP Standards and Procedures in its development and delivery of continuing medical and continuing dental education activities.

It is the policy of the AAOMS to ensure balance, independence, objectivity and scientific rigor in scientific/educational activities. All faculty participating in an AAOMS activity are required to disclose all commitments to or relationships with industry. This requirement includes relationships with pharmaceutical companies, biomedical device manufacturers or distributors, or others whose products or services may be considered to be related to the subject matter of the scientific/educational activity. The principal intent of requiring disclosure is not to prevent a speaker with conflicts of interest from making a presentation. Disclosure is required so that course directors may reasonably decide whether to make adjustments in the program and its faculty, and so that participants in the activity may formulate their own judgments regarding the presentation in the light of full disclosure of related information.

2. SUMMARY OF OPERATING PRINCIPLES GOVERNING DISCLOSURE OF RELEVANT CONFLICTS OF INTEREST
2.1 Definition: the term “faculty”, as utilized in this policy, refers to any individual delivering educational material to educational activity participants. This includes, but is not limited to, speakers, authors, panelists, moderators and proctors.

Definition: the term “partner”, as utilized in this policy, refers to the spouse or “significant other” of a faculty member, AAOMS volunteer or AAOMS staff member.

2.2 The expression “conflict of interest” describes the dilemma faced by faculty or planning committee members when their responsibility to remain unbiased may be compromised, or perceived to be compromised, by a simultaneous commitment to commercial interests related to the subject of a specific scientific/educational activity. “Conflict of Interest” refers to a degree of commitment which may be strong enough to produce reservations regarding potential loss of objectivity.

2.3 Conflicts of interest governed by the AAOMS Policy on Disclosure of Relevant Conflicts of Interest include but are not limited to:

- special customer preferences (material donations, clinical materials, special discounts, special gifts, etc.)
- financial interest (honoraria for lectureships or other teaching activities; stipends)
- consultanctships (paid or unpaid)
- governance (corporate responsibility, corporate allegiances, e.g. through service on governing boards)
- research contracts or other support for investigation
- ownership of patents or companies, royalties, stock options, equity
- by virtue of past or present employment of immediate family or relatives

2.4 AAOMS requires disclosure of conflicts of interest. In determining the significance of a conflict
of interest, AAOMS considers the following:

- scope of the relationship or commitment
- frequency and timing, i.e. whether past or recent, occasional or long-standing
- number, i.e. a single, exclusive relationship rather than multiple, competing relationships

3. IMPLEMENTATION

3.1 Disclosure

3.1.1 All faculty participating in an AAOMS educational activity will receive documentation outlining the AAOMS Policy on Disclosure of Relevant Conflicts of Interest including the appropriate disclosure forms.

3.1.2 All AAOMS volunteers and staff with the potential to control the content of an educational activity, will receive documentation outlining the AAOMS Policy on Disclosure of Relevant Conflicts of Interest including the appropriate disclosure forms.

3.1.3 All AAOMS volunteers and staff with the potential to control the content of an educational activity, and all faculty participating in the educational activity are required to complete and return disclosure forms no later than 60 days prior to the presentation of the educational activity.

3.1.4 All faculty, AAOMS volunteers and staff must disclose any relevant conflicts of interest held by their partner.

3.1.5 If a conflict of interest is related to the subject of the presentation, it must be disclosed to the audience, regardless of scope, frequency, timing, or number.

3.1.6 If a conflict of interest is related to the subject of the presentation, the conflict of interest must be resolved prior to delivery of the presentation.

3.1.7 All faculty, AAOMS volunteers and staff disclosures will be disclosed to the CME activity participants prior to the educational activity. These disclosures will be provided in the form of a printed listing in the Final Program for the CME activity.

3.1.8 In the event that disclosure is made following the printing of the Final Program for the CME activity, the following disclosure to the learner will be made, verbal disclosure will be made by the moderator/speaker prior to the start of the educational session, printed addendum will be provided, updated walk-in slide will be available or other mechanism to disclose to learner prior to the presentation in question will be made. Any verbal disclosure will be documented and placed within the files for the CME activity.

3.1.9 Faculty who refuse to disclose relevant financial relationships with commercial interests will be disqualified from participation in AAOMS educational activities.

3.2 Conflict of Interest Resolution

3.2.1 All completed disclosure forms for an activity will be reviewed by AAOMS staff to determine potential conflicts of interest.

3.2.2 Potential conflicts of interest, as identified by AAOMS staff, will be referred to the Chairman of the Committee on Continuing Education and Professional Development for review.

3.2.3 The Chairman of the Committee on Continuing Education and Professional Development will determine the appropriate course of action to resolve potential conflicts of interest. These include, but are not limited to:
Correspondence sent to faculty outlining the requirement that they remain unbiased in their presentation methods.

Personal phone contact with faculty to provide counsel regarding bias in their presentation methods.

Written notification on resolution will be placed in program file.

3.2.4 Conflict of interest resolution must occur to the satisfaction of all parties prior to the delivery of a presentation.

3.2.5 In the event that a conflict of interest cannot be resolved prior to the delivery of an educational activity, the faculty member will be excused from participation in the activity.

3.2.6 Disclosure statements received from members of the Board of Trustees, planning committees and staff are reviewed by the AAOMS Executive Director and Legal Counsel. For conflicts of interest that cannot be resolved, the individual reporting the conflict of interest is asked to recuse themselves from participation in the development of the activity for which they have a conflict.

3.3 Standards for Commercial Support

3.3.1 Faculty may not accept payment of any kind from any commercial interest in support of their presentation during an AAOMS educational activity. Any and all faculty compensation will be at the discretion of, and controlled by, AAOMS.

3.3.2 Faculty may not display or distribute advertisements or promotional materials within the educational space immediately before, during or after an educational activity.

3.3.3 Faculty may not include advertising, trade names, business logos or product-group messages in educational materials that are part of the educational activity, such as slides, abstracts and handouts.

3.4 Penalties for Violation of the AAOMS Policy on Faculty Disclosure of Conflicts of Interest

3.4.1 The Committee on Continuing Education and Professional Development will determine if a violation of the AAOMS Policy on Disclosure of Relevant Conflicts of Interest has occurred.

3.4.2 AAOMS staff will keep records regarding violations of the AAOMS Policy on Disclosure of Relevant Conflicts of Interest.

3.4.3 A first violation of the AAOMS Policy on Disclosure of Relevant Conflicts of Interest will result in a letter of warning from the Chairman of the Committee on Continuing Education and Professional Development being transmitted to the violator.

3.4.4 A second violation of the AAOMS Policy on Disclosure of Relevant Conflicts of Interest will result in the violator being suspended from participation as a faculty member in AAOMS educational activities for a period of at least one year from the date of the violation.

3.4.5 A third violation of the AAOMS Policy on Disclosure of Relevant Conflicts of Interest will result in the violator being suspended from participation as a faculty member in AAOMS educational activities for a period of at least three years from the date of the violation.

3.4.6 Additional penalties for failure to disclose will be considered at the discretion of the AAOMS Commission on Professional Conduct.
3.5 **Penalties for Failure to Submit Required Documentation**

3.5.1 Faculty, volunteers and staff who do not submit completed Disclosure of Relevant Conflicts of Interest documentation **at least 60 days prior** to the presentation of an educational activity will be disqualified from participation in that activity and their presentation will be canceled.

4. **APPROVALS**

- Original policy created September 1993
- Reviewed annually, revised as necessary
- Recent revision and approval by the Committee on Continuing Education and Professional Development, November 2009, 2011
- Approved by the AAOMS Board of Trustees, December 2009, 2011