

Course Director Responsibilities:

1. Takes responsibility for oversight of the financial integrity of the activity.
2. Formulates primary purpose of activity.
3. Committed to ensuring the activity is held without commercial influence and in full compliance with the [ACCME Standards for Integrity and Independence](#) , UPMC/University of Pittsburgh industry relationship policies and the CCEHS guidelines including:
 - Complying with the [Guidance on Receiving Funds and Managing Promotion from a Commercial Interest](#)
 - Resolving, if necessary, her/his personal conflict of interest under the prescribed CCEHS process, [Management of COI Guidelines](#); and,
 - Resolving individuals' conflicts of interest, or the lack thereof, of all planning committee members, speakers, authors or others with ability to control content of the activity and disclosing information to the audience.

Planning Committee Responsibilities:

Joint Accreditation expects that continuing education activities are reviewed and endorsed by representatives of the target audience. So, for example, if an activity is targeted at physicians and nurses, individuals from both professions must ensure that the content is relevant to one's practice.

The planning committee will use the knowledge of one's own role to:

- assures that education design, learning objectives and content is appropriate for target audience;
- confirm that the content meets criteria for balance, objectivity, scientific rigor, and independence;
- secure and confirm topics and ensure faculty are qualified to deliver the content; and,
- engage in the review and resolution process if a speaker/author indicates a potential Conflict of Interest (COI), as applicable.