

Identification and Mitigation of Conflict of Interest (COI) Grid (Faculty and Speakers)**Course Title:****Start Date:****Course Director** (first name, last name, degree):

To comply with accreditation guidelines, the following steps must be followed to mitigate all relevant financial relationships between individuals in control of content and ineligible companies prior to an individual assuming their role in the accredited CE.

Refer to <http://cce.upmc.com/coi> for additional resources, guidelines and forms.

Important Notes:

- Prior to completing this grid, any individual who may have a role in controlling the CE (i.e., faculty and speakers) must complete a CCEHS COI Disclosure Form, to share all financial relationships with ineligible companies during the past 24 months.
- In Step 2, please indicate if the content of the presentation is non-clinical (e.g., leadership, communication skills). Non-clinical content is not considered relevant, therefore, mitigation (Step 4) is not necessary. *TIP: Do not forget Step 3 at the bottom of page 1.*

Step 1: List ALL speakers/faculty .**Step 2:** Did the person disclose any financial relationships with an ineligible company(s)?**Step 3:** Select the appropriate statement and follow the instructions:

No relationships are disclosed in Step 2. **Instructions:** This form is complete and ready for submission.

Relationships are disclosed in Step 2. **Instructions:** Step 4, Mitigation of Relevant Financial Relationships, must be completed for any person disclosing a relationship in Step 2.

Step 4: Mitigation of Relevant Financial Relationships

- **MUST** be completed for any person disclosing a relationship in Step 2 before assuming their role in the session.
- The Course Director or a *designee, with no relevant financial relationships and sufficient clinical knowledge, is responsible for reviewing the content and implementing a mitigation strategy prior to the individual assuming their role in the session. For additional guidance visit: <http://cce.upmc.com/coi>.

*A COI Disclosure Form must be submitted with this grid for any person designated to identify and implement mitigation strategies.

Mitigation strategies (multiple strategies may be selected):

- Most Common {
1. The relationship has ended.
 2. The individual is an employee of an ineligible company or owns private stock in an ineligible company and **MUST BE** excluded from participating (or qualify for an exception). For consideration of an exception, please reach out to your CCEHS contact for guidance.
 3. The content of the presentation is non-clinical (e.g., leadership, communication skills, etc.).
 4. **The course director or designee attests that the content has been reviewed and found to be evidence-based and free of commercial bias (e.g., peer-reviewed literature, adhering to evidence-based practice guidelines).**
 5. The course director or designee facilitated a peer review of content by peers without relevant financial relationships. Peer review must be documented using the Mitigation Peer Review Form, <http://cce.upmc.com/coi>.
 6. Other mitigation strategies must be approved by the UPMC Center for Continuing Education in the Health Sciences.

4A. Who was responsible for mitigation?

Course Director **OR**

*Designee:

**COI Disclosure Form must be included*

4B. List each individual/relationship on a separate line.

Reminder: Only list individuals whom disclosed a relationship in Step 2.

4C. Select the mitigation strategy implemented from the list above.

Name

Company Name

Nature of the Relationship

Mitigation Strategy

Date Implemented