Sample Letter to Speakers

Date

Dear Dr. XXXXXXX:

On behalf of <<enter your department here>>, I would like to thank you for agreeing to participate as a speaker at the <<enter CME event>> on <<enter date>>. The topic of your presentation is <<presentation topic>>. The activity will be held at <<enter location>> from <<enter time>>.

Drexel University College of Medicine, as the Accredited Provider, requires that CME activities be balanced, independent, objective, and scientifically rigorous. The presentation must be free from commercial bias, promote quality healthcare and be based on evidence accepted within the medical profession. The requirements for speakers are outlined in the attached Guidelines for Speakers Presenting at Drexel University College of Medicine CME Activities.

We ask your cooperation in meeting compliance requirements. Please review the procedures, complete the Disclosure and Declaration Form which is available online at http://webcampus.drexelmed.edu/cme/COI.asp. DUCOM faculty can log-in using their DUCOM User ID and password. Non DUCOM speakers must call 215-762-2583 to obtain log-in information. In Section I indicate whether or not you or your partner has financial relationships with pharmaceutical or medical device companies. If you answer “yes” to any question in Section I, then complete Sections II and III. Fax the Disclosure to the CME office at 215-762-2589 and a copy to <<name of Program Director>> at <<fax number>> as soon as possible, but no later than eight weeks prior to the activity. Speakers who fail or refuse to submit the required documentation will not be able to participate in the activity.

We are required to inform the audience of the learning objectives established for this CME activity. Please forward to me two or three objectives for your presentation and your curriculum vita. For your convenience, guidelines on preparing objectives are enclosed.

Thank you in advance for your cooperation. If you have any questions, please feel free to contact me at <<contact information>>. We look forward to seeing you on <<enter date>>.

Sincerely,

CME Program Director/CME Program Coordinator

Enclosures: Disclosure and Declaration Form
Action Verbs for Use in Developing Objectives
Guidelines for Speakers Presenting at Drexel University College of Medicine CME Activities
Disclose Commercial Relationships, Resolve Conflicts of Interest and Disclose Unlabeled Uses

In compliance with the Accreditation Council for Continuing Medical Education’s Standards for Commercial Support, the Provider is required to identify and resolve conflicts of interest prior to the presentation. A potential conflict of interest is created when an individual is in a position to control the content of CME and either the individual or his/her spouse/domestic partner has a significant relationship with a commercial entity. A significant relationship is defined as a commercial interest within the past 12 months where the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fees, honoraria, stock ownership (excluding mutual funds) or other financial benefit. Financial benefits include employment, contracted research, consulting, speaker’s bureau, teaching, membership on boards and panels and other activities for which remuneration is received.

Speakers/Program Directors/Moderators/Planners/Authors, etc. (speakers et al.) are required to disclosure relationships well in advance of the educational activity in order to allow time for review and resolution of potential conflicts of interest. The disclosure must include the name of the individual, the name of the commercial interest and the nature of the relationship. Disclosure of these relationships must be provided to the attendees prior to the start of the activity. For those who have no relevant relationships, the attendees must be informed that no relevant commercial relationship exists.

We ask your cooperation in meeting compliance requirements. Please review and follow the procedures outlined below. Complete the Disclosure of Relationships and Declaration Form and fax a copy to the CME Office at 215-762-2589 and to the Program Director as soon as possible, but no later than eight weeks prior to the activity. Speakers/Authors/Planners, etc who fail or refuse to submit the required disclosure documentation will not be able to participate in the activity.

Speakers et al. are asked to comply with the following requirements:

1. Identify and resolve potential conflicts of interest by using one of the following strategies:
   a. Change the presentation to eliminate relevance to the products/services of your commercial interest.
   b. Select a co-presenter to control the part of the presentation in question.
   c. Change your role in the activity to one that precludes you from making clinical recommendations.
   d. Support your presentation and clinical recommendations with the “best available evidence” from medical literature. Provide two recent citations from peer reviewed scientific literature. Resources include: Evidence Based Medicine Resource Center, http://www.ebmny.org; DUCOM’s Evidence Based Medicine Subject Guide, http://www.library.drexel.edu/resources/guides/ebm.html; the Cochrane Collaboration, http://www.cochrane.org/index0.htm; or other scholarly resources.
   e. Refrain from making recommendations regarding specific products or services, limiting the presentation to pathophysiology, diagnosis and/or research results.
   f. Discontinue the financial relationship, thereby eliminating the conflict of interest.
   g. Recommend an alternative if you are unable to resolve your conflict of interest.

2. The educational activity must be free of commercial bias for or against any product. If the presentation references commercial products, present objective information about those products, based on scientific methods generally accepted in the medical community. Speakers should give a balanced view of therapeutic options. Use generic names and deliver an evidence based, scientifically valid presentation.

3. Clearly identify unlabeled and investigational application of treatments and uses of drugs or products. We recommend the use of generic names whenever possible. If trade names are used, products from several companies should be referenced.

4. If an honorarium is offered to the speaker the payment must be issued by Drexel University (as the Accredited Provider) or the Provider’s approved designee. No funds from a commercial supporter shall be paid directly to the speaker, the Program Director or others involved in the CME activity.

5. Forward a current curriculum vitae and a copy of the written presentation or slides to the Office of Continuing Medical Education. The CV can be sent by fax, mail or e-mailed to cme@drexelmed.edu.

Questions regarding the disclosure and conflict of interest process can be directed to the CME Office at 215-762-2580.

Drexel University College of Medicine ● Office of Continuing Medical Education ● 1427 Vine Street ● Room 405 ● Philadelphia, PA 19102