



## Faculty Guidelines

The CBCE™ (The Center for Biomedical Continuing Education) is an accredited provider for physicians, nurses and pharmacists. The following information is provided to faculty to bring you up-to-date with the most current accreditation information.

### **Disclosure of Financial Relationships With Any Commercial Interest**

As an accredited provider, the CBCE requires that its presenters comply with the updated ACCME *Standards for Commercial Support*. We will disclose to our participants that the activity is supported by educational grants from Commercial Supporter(s).

As a faculty member, you are required to do the following:

- Disclose any significant personal financial interest or relationship that you and your spouse/domestic partner have with Commercial Supporter(s) or the manufacturer(s) of any commercial interest that is discussed as part of your presentation
- Design a presentation that is independent, objective, scientifically rigorous, balanced, and free of bias
- Ensure that scientific studies utilized or referenced in your presentation are from sources acceptable to the scientific and medical communities
- Utilize only patient care recommendations that are acceptable to the medical community; do not include any unscientific modalities or those not supported by evidenced-based sources
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In addition, the US Food and Drug Administration requires that unlabeled or unapproved uses of drugs or devices contained in presentations be disclosed to participants. Therefore, please disclose this information to participants during your presentation.

We request that you complete and sign the Conflict of Interest (COI) Reporting Form and return it to the CBCE **within 2 weeks of receipt**. The CBCE will use this information to: (1) determine if a conflict exists, (2) resolve the conflict by initiating a peer-review process, and (3) advise learners of this information. Please note that faculty who do not supply this information prior to the activity will be disqualified from presenting.

### **Content Validation**

To comply with more intense scrutiny required by accreditation agencies, the CBCE has developed a Policy on Content Validation. A reviewer may assess your PowerPoint slides and handout materials for: (1) fair balance, (2) scientific objectivity of studies mentioned in the materials or used as the basis for content, and (3) appropriateness of patient care recommendations made to learners. If concerns are identified by the reviewer, you will be contacted for potential revisions. Therefore, please note that your slides and handouts will be due to the CBCE **no later than 3 weeks prior to the activity** to allow for content review and syllabus preparation. Once slides are approved, you should not make any *major* changes to their content, as they will be printed in handout materials.