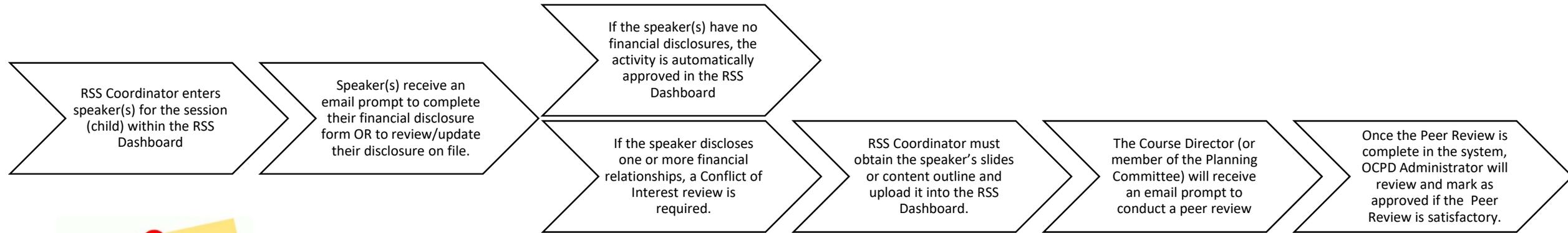


# Regularly Scheduled Series (RSS) Financial Disclosure Forms, Conflict of Interest Review, and Mitigation



A session cannot be approved without this process taking place be sure to:

1. Follow up with speakers to ensure timely submission of financial disclosures
2. Follow up with speakers who have financial relationships to collect their slides/content outline
3. Remind Peer Reviewer(s) to complete their reviews promptly once you have uploaded the slides/content outline

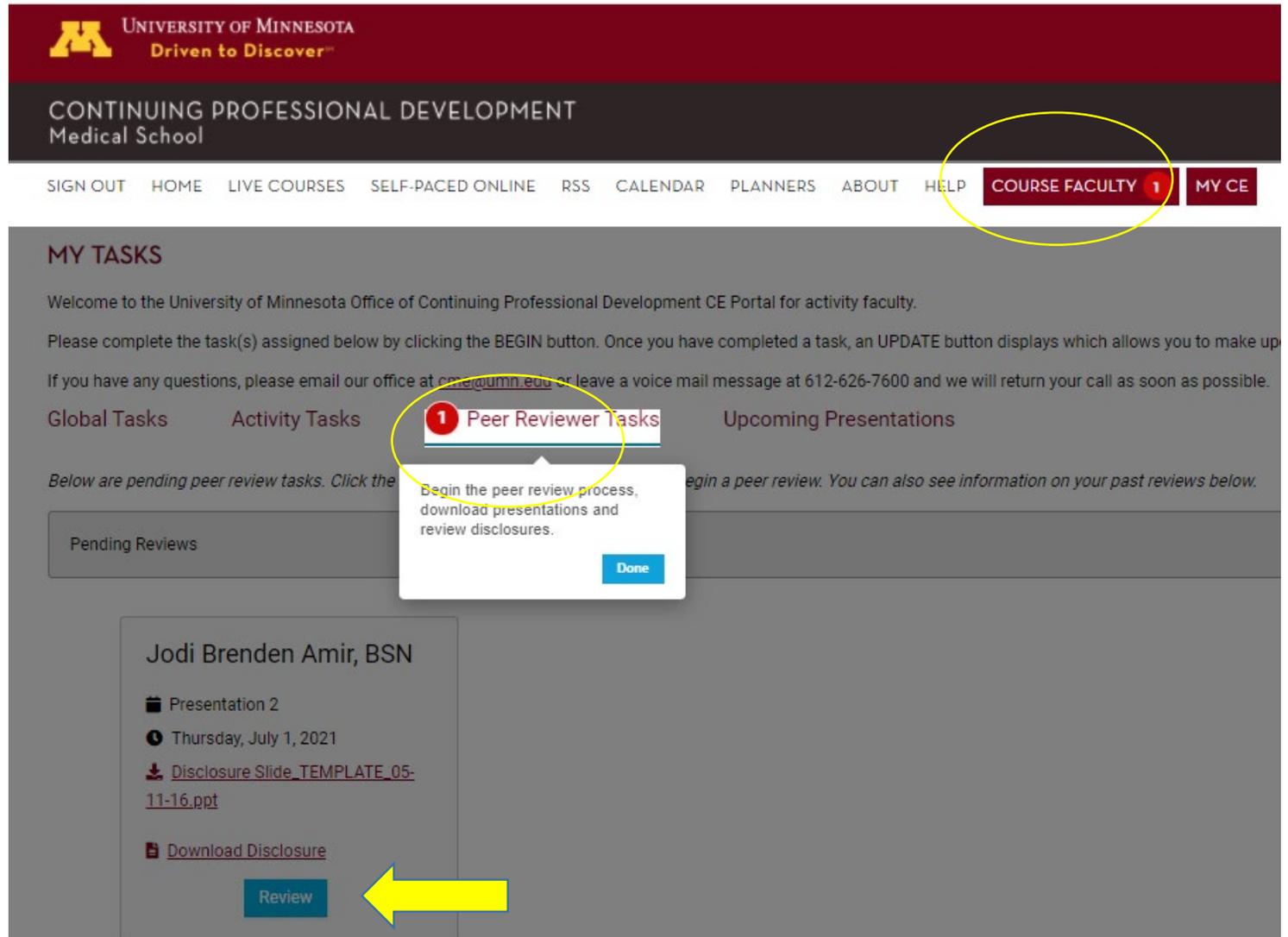
If you have questions, email [rsc@umn.edu](mailto:rsc@umn.edu). Be sure to include the name of the RSS and the child activity id in your email message. Allow 2 business days for a response.

# Regularly Scheduled Series (RSS) Financial Disclosure Forms, Conflict of Interest Review, and Mitigation

The Course Director is responsible for completing the Peer Review in the event a speaker has one or more financial relationships. In the event that the RSS Course Director has a financial relationship, OCPD will identify additional reviewer(s). The RSS Coordinator will be notified who has the role of Peer Reviewer.

The Peer Reviewer(s) will receive a system-generated email prompt once you have uploaded the speaker's slides or outline.

Peer Reviewers should log into [z.umn.edu/CEPortal](https://z.umn.edu/CEPortal), click on the Course Faculty menu option, then Peer Reviewer Tasks to conduct their review. Once they have completed their review, OCPD will be prompted to mark the child session as approved.



The screenshot displays the University of Minnesota Office of Continuing Professional Development (OCPD) CE Portal. The header includes the university logo and navigation links: SIGN OUT, HOME, LIVE COURSES, SELF-PACED ONLINE, RSS, CALENDAR, PLANNERS, ABOUT, HELP, COURSE FACULTY (with a notification badge), and MY CE. The main content area is titled 'MY TASKS' and includes a welcome message and instructions. A 'Peer Reviewer Tasks' tab is highlighted with a red notification badge. A pop-up window provides instructions: 'Begin the peer review process, download presentations and review disclosures.' Below this, a 'Pending Reviews' section lists a task for 'Jodi Brenden Amir, BSN' with details: 'Presentation 2', 'Thursday, July 1, 2021', and a download link for 'Disclosure Slide\_TEMPLATE\_05-11-16.ppt'. A 'Download Disclosure' link and a 'Review' button are also visible. A yellow arrow points to the 'Review' button.



## Conducting the Peer Review:

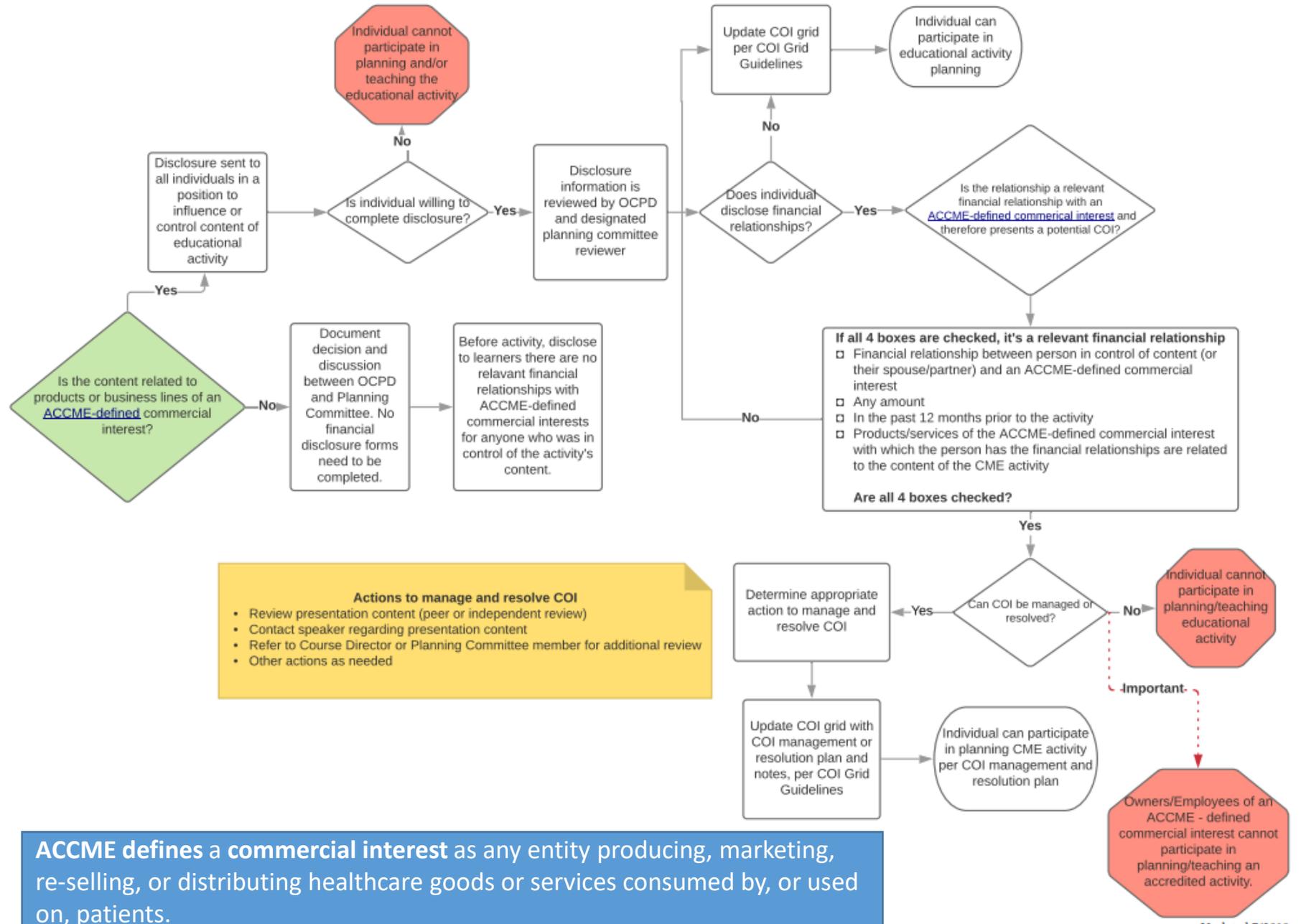
Peer reviewers are responsible for mitigating any identified conflict of interest (COI) or the session will not be eligible for credit. Be sure to clearly document how you mitigated the COI when you fill out the peer reviewer form. Some common mechanisms for mitigation include:

- The identified financial relationship is not relevant to the topic the speaker is covering.
- A review of their slides or a content outline to ensure there is no bias in the content. Also ensure there are no brand names, logos, images, etc. within the slides.
- Introduce a non-conflicted co-speaker to ensure a balanced presentation.
- Remove the speaker from their role because the conflict cannot be resolved.

See flowchart on next page for more information. If you have questions or need support, contact [rsc@umn.edu](mailto:rsc@umn.edu) and include the name of the RSS series and child session you're inquiring about. Allow two business days for a response.

Conflict of Interest: Circumstances create a conflict of interest when an individual has an opportunity to affect CE content about products or services of a commercial interest with which he/she has a financial relationship.

Resource:  
ACCME's Standards of Commercial Support [PDF](#)



ACCME defines a commercial interest as any entity producing, marketing, re-selling, or distributing healthcare goods or services consumed by, or used on, patients.