Key Steps for the Identification, Mitigation, and Disclosure of Relevant Financial Relationships

**You DO NOT identify, mitigate, or disclose relevant financial relationships for this education if it will ONLY address a non-clinical topic (e.g., leadership or communication skills training).**

**If the above exception does not apply:**

**STEP 1:** ***Financial Disclosure Form***

**Before** you begin planning your education, collect information from all members of the planning committee, and all faculty, and others who would be in positions to control content. Ask them to provide information about **all** their financial relationships with ineligible companies over the previous **24 months**. *There is no minimum financial threshold; individuals must disclose all financial relationships, regardless of the amount, with ineligible companies.*

* **Definition**: Ineligible companies are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

**STEP 2: *Mitigation Review***

Review all relationships and **exclude owners and employees of ineligible companies from participating as a nurse planner, and faculty, or other roles** unless the educational activity meets one of the exceptions listed below.

**There are only three exceptions that allow for owners and/or employees of ineligible companies to participate as planners or faculty in approved continuing education.**

1. When the content of the activity is **not related** to the business lines or products of their employer/company.
2. When the content of the approved activity is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.
3. When they are participating as technicians to teach the safe and proper use of medical devices, and do not recommend whether or when a device is used.

**STEP 3: *Mitigation Determination***

Determine which financial relationships are **relevant** to the content of the continuing education activity, **mitigate** those relevant financial relationships to prevent commercial bias, and **disclose** the presence or absence of all relevant financial relationships to learners prior to the activity.

1. Determine **relevant financial relationships** for all who will be in control of educational content. Financial relationships are relevant if the following three conditions are met for the individual who will control content of the education:
	1. A financial relationship, in **any amount**, exists between the person in control of content and an ineligible company.
	2. The content of the education is related to the products of an ineligible company with whom the person has a financial relationship.
	3. The financial relationship **existed** during the past **24 months**.
2. **Mitigate** relevant financial relationships prior to individuals assuming their roles in the educational activity.
	1. *Choose mitigation strategies appropriate to their role(s) in the educational activity.*
3. Before the learner engages in the education, **disclose** to learners the presence or absence of relevant financial relationships for all persons in control of content.

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| **If there are No relevant financial relationships:***Inform learners that nurse planners, content experts’, faculty, and others in control of content (either individually or as a group) have no relevant financial relationships with ineligible companies.* ***Remember that you do not make disclosures if the activity* will only address a non-clinical topic (e.g., leadership or communication skills training).**  | **If there ARE relevant financial relationships:***Disclose name(s) of the individuals, name of the ineligible company(ies) with which they have a relevant financial relationship(s), the nature of the relationship(s), and a statement that all relevant financial relationships have been mitigated.* |
| **Example** | **Example** |
| *There are no relevant financial relationships with ineligible companies for those involved with the ability to control the content of this activity.*  | *There are no relevant financial relationships with ineligible companies for those involved with the ability to control the content of the activity except for speaker Nicolas Garcia who was a consultant for XYZ Device Company**All of the relevant financial relationships listed for this individual have been mitigated.* |

**What gets disclosed to learners before the educational activity?**

**Relevant Financial Relationship Determination**

**Do NOT identify, mitigate, or disclose relevant financial relationships if the content is nonclinical ONLY**

**If none of the above exceptions apply:**

 1. Does the person have the ability to control the content of the activity?

* If yes, complete***Financial Disclosure Form***

2. Does the person have a non-employee financial relationship with an ineligible company in the past 24 months? (see employee/owner exceptions)

* + If no, disclose absence of relevant financial relationships
	+ If yes, move on to ***Mitigation Determination***

3. Are the products of the ineligible company related to the topic?

* + - If no, disclose absence of relevant financial relationships
		- If yes, disclose presence of relevant financial relationships

An ineligible company is entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients

Financial relationships are relevant if the following three conditions are met for the prospective person who will control content of the education:

* A financial relationship, in any amount, exists between the person in control of content and an ineligible company
* The financial relationship existed during the past 24 months
* The content of the education is related to the products of an ineligible company with whom the person has a financial relationship