



Appendix 1: Management Committee on Conflicts of Interest

The Dean will appoint the Committee with representatives from clinical, education, administrative, trainee, community and research sectors of the Faculty and other groups as deemed appropriate.

The Committee will report to the Dean's Executive Committee of the Cumming School of Medicine.

The Committee is available to consult with individuals, Division/Department Heads, Institute Directors, and others on the application of policy and guidelines related to Conflict of Interest.

The Committee will meet at least quarterly to:

- a) develop procedures for implementing the disclosure, approval and appeal processes for managing conflicts.
- b) receive, review and recommend appropriate solutions related to conflicts brought forward by faculty, staff, students, and Faculty Leadership.
- c) be available to consult with individuals, Division/Department Heads, Institute Directors, and others on the application of policy and guidelines related to Conflicts of Interest.
- d) annually update the Policy and Guides as changes are required.
- e) ensure the Policy and Guidelines are disseminated and applied.
- f) monitor educational programs and activities related to training about Conflicts of Interest to ensure alignment with policy and guides.

Appendix 2: Guide to Disclosure of Conflicts of Interest and Educational Activities

Educational Activities

Educational activities will be planned to address the learning needs of those for whom the program is designed.

Content, organization, and financial arrangements (including speakers, honoraria, food, beverages, and travel arrangements) for all educational activities bearing the imprimatur of the University of Calgary and/or designed for the benefit of University of Calgary students, residents, and faculty will be planned and administered by Faculty organizers without influence from sponsors.

Members of the Faculty are responsible for:

- a) speaker selection;
- b) subjects of the presentations; and
- c) scientific validity, objectivity, and completeness of presented materials and information.

Funds obtained for educational activities from industry must be held by an Office (e.g., Continuing Medical Education and Professional Development, Post Graduate Medical Education), Department or Research Institute. Responsible use of sponsorship funding must include only legitimate expenses that correspond to a prepared itemized budget. Financial statements for sponsored events must be available for audit, including by sponsors.

Single donor sponsorship of educational activities should be avoided.

All grants, donations and other funds received must be publicly acknowledged in announcements and at the educational activity.

All speakers must provide Conflicts of Interest information on the 2nd slide of their presentation or in a manner determined by the appropriate Associate Dean.

All planning committee members must provide conflicts of Interest information to course chairs and/or the appropriate Associate Dean.

The use of generic names for drugs or other products is preferable to the use of trade names. If trade names are used, generic names should also be provided.

Organizers of events may engage conference management companies but they should be hired through the event budget and not by sponsors or donors.

Funding from Industry for educational activities is permitted when:

Undergraduate Medical Education: The Associate Dean, Undergraduate Medical Education provides approval.

Postgraduate Medical Education: The Associate Dean, Post Graduate Medical Education provides approval and:

- a) the Industry donor plays no role in selecting recipients of scholarships, fellowships or traveling funds.
- b) residents have explicit permission to attend external programs developed and/or managed by Industry or their agents. Such programs must be regularly reviewed by residency education committees and shown to have high educational value.
- c) residents are not involved in direct communication with or solicitation of funding from Industry.

Continuing Medical Education and Professional Development: The Associate Dean CME & PD gives approval and the activity is accredited by the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians of Canada.

Office of Faculty Development: The Associate Dean, Faculty Development provides approval.

Undergraduate and Graduate Science: The appropriate Associate Dean gives approval and ensures that potential Conflicts of Interest in the supervision, evaluation and advising of trainees are managed appropriately in accordance with University regulations.

Global and International Health: The Associate Dean Global and International Health provides approval.

Training about Ethical Guidelines

Programs will offer formal education to students and residents about ethical guidelines related to interactions with Industry and the potential for Conflicts of Interest.

Commercial Displays in Conjunction with Educational Activities

- a) Commercial displays are not permitted at undergraduate or postgraduate educational events unless approved by the appropriate Associate Dean(s).
- b) Where commercial displays are permitted, they will be located in an area separate from the space in which teaching is occurring.

Reference: CMA Guidelines, 2007, #31, 51, 52

Documents

- [University of Calgary Code of Conduct](#)
- [Faculty of Graduate Studies Conflict of Interest Policy](#)

- [Association of American Medical Colleges \(AAMC\), Industry Funding of Medical Education: Report of an AAMC Task Force. June 2008](#)
- [CMA Policy, Guidelines for physicians in interactions with industry, 2007](#)

History: Approved November 19, 2012; Effective January 1, 2013

Appendix 3: Guide to Disclosure of Conflicts of Interest and Research

Conflicts of Interest with Research Sponsors may occur when agreements bind the Faculty Member or University to a line of scholarly or scientific inquiry specified to a substantial level of detail. Such specificity may be indicated by a plan, by stipulation of requirements for orderly testing or validation of particular approaches or by the designation of performance targets.

Responsibility for the disclosure and management of potential Conflicts of Interest in research is assumed by

- a) The individual Faculty Member who must recognize where potential Conflicts of Interest may exist and formally disclose them to their Department Head, and/or Office of Medical Bioethics and others, as appropriate.
- b) The Department Head who is primarily responsible for the management of Conflicts of Interest involving their Faculty members.
- c) The Faculty through the Office of Medical Bioethics, legal review, and the Faculty Management of Conflicts of Interest Committee should assist the Department Head in the effective management of Conflicts of Interest.
- d) The University, Office of the Vice President Research, in its administration of Research Grants.
- e) The University Office of the Vice-President Research in its administration of research grants.

At least three routes may identify Conflicts of Interest in research:

- a) Through the annual declaration of Conflicts of Interest, the annual report and through discussion with individual Faculty Members, the Department Head will identify potential Conflicts of Interest.
- b) Through applications to Conjoint Health Research Ethics Board (CHREB). Applicants for research ethics approval must disclose any Conflicts of Interest that may impact their research, and CHREB itself may also flag potential Conflicts of Interest. CHREB may require the researcher to disclose Conflicts of Interest, whether real, potential or perceived, to the research participants. The potential for Conflicts of Interest will be assessed and monitored by CHREB when there is obvious potential that the investigator could be influenced by the possibility of personal gain.
- c) Through the Research Office. For example, agreements with research sponsors are reviewed by University Legal Counsel and the Associate Dean (Research) before being signed by the Vice-President (Research) or delegate. When a Faculty Member prepares a grant application or contract, applicants will declare, or the Research Office will flag, potential Conflicts of Interest.

In each case, the issue is referred initially to the Department Head. Where the Conflicts of Interest involve the Department Head, the case is referred to the Dean.

The Department Head may:

- a) manage the Conflicts of Interest according to University and Faculty guidelines and submit a Conflicts of Interest resolution plan to the Faculty Management of Conflicts of Interest Committee
- b) refer the case to the Management of Conflicts of Interest Committee for resolution.

In cases in which Intellectual Property is being developed that may lead to monetary gain, discussion with the Department Head should occur as early as possible to resolve potential Conflicts of Interest.

Where Conflicts of Interest are identified, Faculty ethics approval/contract approval requires an approved Conflict of Interest resolution plan. Where appropriate, disclosure to the sponsor, the Faculty and any relevant professional body may also be necessary.

In exceptional cases, the University has the discretion to refuse approval of a research project where it decides that the Conflicts of Interest cannot be appropriately managed.

Documents

- [University of Calgary Code of Conduct](#)
- [Faculty of Graduate Studies Conflict of Interest Policy](#)
- [Conflict of Interest: Instructions for US Public Health Services Funding Disclosure of FCOI](#)
- [Intellectual Property Policy](#)

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Appendix 4: Guide to Meetings with Industry Representatives

Meetings between Industry representatives and students, post graduate medical education trainees and post graduate trainees will occur with a Faculty Member in attendance.

The Faculty Member will ensure that any discussion between Industry representatives and students/trainees about specific products is medically and scientifically sound, balanced and includes alternatives.

Documents

- [Association of American Medical Colleges \(AAMC\), Industry Funding of Medical Education: Report of an AAMC Task Force. June 2008](#)

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Appendix 5: Guide to Authorship and Use of Industry Materials

Faculty members are responsible for the intellectual property of materials they write, are credited with authorship, or present.

Rules for authorship and disclosure as established internationally by the International Committee of Medical Journal Editors (ICMJE) and World Association of Medical Editors (WAME) should be observed.

If Faculty Members use slides or other materials prepared by Industry or their agents, use must be informed by a consideration of the potential bias in the production of materials. Where materials are used, the usual rules of attribution require that their source be acknowledged.

Documents

- [International Committee on Medical Journal Editors](#)
- [World Association of Medical Editors, Principles of Transparency and Best Practice in Scholarly Publishing](#)

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