

[The National Standard for Support of Accredited CPD Activities.pdf](#) (the National Standard) describes the process and requirements for gathering, managing, and disclosing conflicts of interest to participants. The National Standard is applicable to all accredited CPD activities included within the Canadian national/provincial CME/CPD accreditation systems for physicians.

## ACRONYMS

- CME:** Continuing Medical Education (CME)  
**CPD:** Continuing Professional Development (CPD)  
**COI:** Conflict of Interest (COI)  
**CSS:** Canadian Spine Society (CSS)  
**SPC:** Scientific Planning Committee (SPC)

## DEFINITIONS

### Conflict of interest:

A conflict of interest is a set of conditions in which judgement or decisions concerning a primary interest (example a patients' welfare, the validity of research and/or quality of medical education) is unduly influenced by a secondary interest (personal or organizational benefit including financial gain, academic or career advancement, or other benefits to family, friends, or colleagues).

### Perceived conflict of interest:

A perceived conflict of interest is the appearance of a conflict of interest as judged by outside observers regardless of whether an actual conflict of interest exists.

### Real conflict of interest:

A real conflict of interest is when two or more interests are indisputably in conflict.

## National Standard Element 3: Conflict of Interest

This element describes the processes and requirements for gathering, managing and disclosing conflicts of interest to participants.

- 3.1** All members of the SPC, speakers, moderators, facilitators and authors must provide to the CPD provider organization a written description of all relationships with for-profit and not-for-profit organizations, irrespective of the subject being discussed, over the previous 2 years including (but not necessarily limited to):
- Any direct financial payments including receipt of honoraria;
  - Membership on advisory boards or speakers' bureaus;
  - Funded grants or clinical trials;
  - Patents on a drug, product or device; and
  - All other investments or relationships that could be seen by a reasonable, well-informed participant as having the potential to influence the content of the educational activity.
- 3.2** The SPC is responsible to review all disclosed financial relationships of speakers, moderators, facilitators and authors in advance of the CPD activity to determine whether action is required to manage potential or real conflicts of interest. The SPC must also have procedures in place to be followed if a conflict of interest comes to its attention prior to or during the CPD activity.
- 3.3** All members of the SPC, speakers, moderators, facilitators, and authors, must disclose to participants their relationships as described in 3.1.
- 3.4** Any individual who fails to disclose their relationships as described in 3.1 and 3.3 cannot participate as a member of the SPC, speaker, moderator, facilitator or author of an accredited CPD activity.

## DISCLOSURES OF CONFLICTS OF INTEREST

1. Disclosures must be made to the audience **whether you do or do not** have a relationship to disclose.
2. Speakers must disclose conflicts verbally and in writing on a slide at the beginning of a presentation. All other individual's conflicts must be disclosed either in writing on a slide at the beginning of a presentation or be included in the written conference materials.
3. Those responsible for developing or delivering content must ensure that the content and/or materials presented provide (where applicable) a balanced view across all relevant options related to the content area.
4. The description of therapeutic options must utilize generic names (or both generic and tradenames) and not reflect exclusivity and branding.

### COMPLETING YOUR COI FORM for the Canadian Spine Society (CSS) CONFERENCE – DETAILS & INSTRUCTIONS –

Complete the Conflict of Interest (COI) Disclosure Form and submit it online as follows:

- **Login** to your Oxford Abstracts account: <https://auth.oxfordabstracts.com/>
- **Click** the red **EDIT** button for the abstract you wish to add your COI Form to
- **Scroll down** to the bottom of your submission and **upload your COI Form**
- Ensure your COI form has been saved as a **.jpg** or a **.pdf** file
- **Click** the red **SUBMIT** button to complete the process
- **Presenters: REPEAT** this process for **each abstract** you are presenting
- IF you **DO NOT** have an Oxford Abstracts account (moderators, lecturers, other), please **email** your COI form to **Carey Meyers**: [registration@spinecanada.ca](mailto:registration@spinecanada.ca)

**NOTE:** If you have multiple abstracts for presentation, you can upload the same COI form for all of them. Simply ensure your completed COI form contains all of your Abstract ID Numbers.

**IMPORTANT:** All speakers, moderators and panel members must show their COI form at the beginning of their sessions. For presenters it must be shown as the very first slide of your presentation (podiums, e-posters, symposia speakers, debaters, lecturers).

### QUESTIONS? NEED ASSISTANCE?

Contact Carey Meyers, CSS Registrar & Executive Assistant [registration@spinecanada.ca](mailto:registration@spinecanada.ca)

Contact Jennifer Edwards, CSS Director of Operations [css@spinecanada.ca](mailto:css@spinecanada.ca)