



June 23, 2015

Good afternoon,

On behalf of the Postgraduate Institute for Medicine (PIM), thank you for agreeing to serve as an instructor, course coordinator, or content planner for the 2015/2016 Defense Health Agency CE continuing education (CE) initiatives. We are pleased to confirm your participation and greatly appreciate you contributing to this educational offering.

It is our pleasure to be working in joint providership with the Defense Health Agency to produce these educational offerings. Your direct contact for any logistics questions on CE eligible educational activities is the Patient Safety Program CE Team who can be reached at pspcourses@bah.com.

These patient safety educational activities are targeted to physicians, physician assistants, pharmacists, psychologists, radiologists, dentists, registered nurses, nurse practitioners, LVNs/LPNs, medical technologists, corpsmen/medics/technicians (EKG/radiologist/lab/pharmacy), dental assistants/hygienists/technicians, social workers, health administrators, and health executives; virtually everyone who is a member of the patient care team within the military health system.

Educational objectives have been established for these activities and will be communicated to you in the approved course materials you will present. These objectives will be used as a benchmark for judging the success of the endeavor.

ACCME Standards for Commercial Support

As an Accreditation Council for Continuing Medical Education (ACCME) accredited provider, PIM requires that faculty members comply with the ACCME Standards for Commercial Support (SCS) of CME. All instructors, course coordinators, and content planning members are required to disclose any personal financial interest or relationship that you or your spouse/partner may have with a commercial interest* or the manufacturer(s) of any commercial product that is discussed in the activity.

PIM has implemented a process that requires everyone who is in a position to control the content of a CME/CE activity to disclose all relevant financial relationships with any commercial interest. In addition, should it be determined that a conflict of interest (COI) exists as a result of a financial relationship you may have, this will need to be resolved prior to the activity.

Toward this end, we ask that you provide us with your relevant disclosure (or lack thereof) information by following the below directions:

- 1) Access the secure PIM disclosure system at URL:**
<https://disclosure.pimed.com/>

- 2) **Login using the following credentials:**
 - a. **Email:** <Enter your email address>
 - b. **Password:** patientsafety
- 3) **For data security, you will be asked to create a new, unique password upon entering the site. Please keep this password so that you are able to access this database in the future should your disclosure information change.**
- 4) **Login using your email and *new* password.**
- 5) **Complete the form (please note, if you check “I have no real or apparent conflicts of interest to report.” then no further information is needed in the chart), insert a short Bio (required) and Submit.**

We will utilize this information to 1) determine if a conflict exists, 2) resolve the conflict by initiating a content validation process, and 3) advise learners of this information. In accordance with the ACCME SCS, this information is necessary in order for us to be able to move to the next steps in planning this CME activity; therefore, please complete the disclosure process online at your earliest convenience. Please note that the ACCME SCS require all CME providers to disqualify instructors, planners and managers of CME that do not supply this information.

Content Standards

This educational activity must follow the standards for CME/CE established by the ACCME, AMA and FDA, as well as other continuing education accrediting bodies. Accordingly, please adhere to the following guidelines:

1. CME/CE activities are conducted for the education of the audience and, by extension, the benefit of their patients; they must not be designed to promote commercial interests or products.
2. CME/CE activities must be objective and balanced, including presentation of legitimate differences and contrasting views.
3. Use of generic names when referring to drugs is strongly encouraged. If trade names are used, those of several companies must be included.
4. Discussion of off-label and investigational usage of products is permissible but must be disclosed as such.
5. The educational content must address the learning objectives for the activity.

Participant Evaluations

It is the policy of PIM to conduct post-activity evaluations. These evaluations ask participants to evaluate: 1) the appropriateness of the educational content to their clinical practice; 2) whether the educational content satisfied the stated objectives; 3) overall satisfaction with the activity; and 4) whether there was any evidence of commercial bias.

Lastly, as faculty, you may not accept any payment or assistance for your work in these activities from any commercial interest.

Thank you for your contributions in this educational offering. Should you have any questions, concerns, or require further information, please do not hesitate to contact the CE Team directly at pspcourses@bah.com. We look forward to working with you to develop a truly effective educational offering.

Sincerely,



Rosa Hoang
Program Manager
Postgraduate Institute for Medicine

cc: Sue Dickson (Booz Allen Hamilton)

* *A commercial interest is any entity that produces, markets, resells or distributes products or services used on or by patients. Direct providers of care, such as hospitals, clinical laboratories, rehabilitation facilities, and businesses such as health insurance or healthcare information technology are all exempt.*