Course Planner/Instructional Personnel Relationship Disclosure Form

In compliance with American Speech-Language Hearing Association's Continuing Education Board's Requirements, the **[insert ASHA Approved CE Provider name]** requires course planners and instructional personnel to disclose information regarding any relevant financial and nonfinancial relationships related to course content prior to and during course planning.

Based on the information provided, **[insert ASHA Approved CE Provider name]** will engage the course planner/instructional personnel in a guided interview process which seeks to understand how the relevant financial or nonfinancial relationship may influence the content of the course.

Instructor personnel and course planners will be finalized only after this form has been received and reviewed by **[insert ASHA Approved CE Provider name].** (See page 5 for the process used to review, resolve and disclose relevant relationships.)

Instructions: Provide the information requested ensuring that all relevant financial and nonfinancial relationships including those in your biography are disclosed on this form.

Name: Alison Lemke

I am serving as (check all that apply):

☐ Course Planner x☐ Instructional Personnel (i.e., Presenter/Author/Content Creator)

Proposed Course Title: Sanction Activity Report: View from the Peak

Instructional personnel: Insert proposed learner outcomes for course (if available):

1. Participants will understand licensure issues related to the growth of telepractice.
2. Participants will identify differing disciplinary sanctions that are imposed by state licensure boards.
3. Participants will recognize consumer protection issues related to proposals for allowing shared licensure across states.

Instructional personnel: Insert your biography or resume:

Alison Lemke is a speech pathologist and Clinical Associate Professor in the Department of Communication Sciences and Disorders at the University Iowa. Prior to working at the university, Alison worked for more than twenty years in rural Iowa settings, including in hospitals and private practice. She earned her Bachelor's Degree in Communication Disorders from Valparaiso University in 1983, her Master's Degree in Speech Pathology from the University of Iowa in 1985, and a Master's Degree in Public Administration from Drake University in 2009.

Alison has served in numerous professional volunteer capacities over the years. She is currently a member of the Iowa Board of Speech Pathology and Audiology Examiners, and served a first term on that board from 2001-2002. She is a past president of the Iowa Speech and Hearing Association, 2003-2004, and a past member of the ASHA Board of Directors, 2008-2010.

Course Planner/Instructional Personnel Relationship Disclosure Form

Name: Alison Lemke ____

I am serving as (check all that apply):

☐ Course Planner x☐ Instructional Personnel (i.e., Presenter/Author/Content Creator)

Proposed Course Title: Sanction Activity Report: View from the Peak ________________________________
____

HIPAA REQUIREMENTS

To comply with the Health Insurance Portability and Accountability Act (HIPAA), we ask that all course planners and instructional personnel insure the privacy of their patients/clients by refraining from using names, photographs, or other patient/client identifiers in course materials without the patient's/client's knowledge and written authorization.

I am in compliance with these policies:_______AL______(INITIAL HERE)

Relevant financial relationships are those relationships in which you benefit by receiving a salary, royalty, intellectual property rights, gift, speaking fee, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships can also include "contracted research" where the institution gets the grant and manages the funds and you are the principal or named investigator on the grant.

Do you have relevant financial relationships to disclose? x☐No ☐Yes, if yes complete the Financial Relationship Disclosure form that follows.

Relevant non-financial relationships are those relationships that might bias you including any personal, professional, political, institutional, religious or other relationship. Examples follow:

Personal: You have a personal friendship with someone in the company whose products are discussed in the course; you have a family member or friend with a disorder that will be talked about in the course.

Professional: You are a member of an association or group that is talked about or referenced in the course; you have a professional bias about a way to deliver a particular service.

Political: You have a political bias about a topic (e.g., health care reform) and your bias is toward supporting a particular party's position on this issue.

Institutional: You are affiliated with an institution or organization (e.g., serves on a committee or board of that organization); you are a member of that organization or gives money to its causes.

Religious: You have a bias based on religious tenets (e.g., a bias toward service delivery at end of life based on religious beliefs).

Do you have relevant non-financial relationships to disclose? ☐No x☐Yes, if yes complete the Nonfinancial Relationship Disclosure form that follows.

Course Planner/Instructional Personnel Relationship Disclosure Form

I attest that the information in this disclosure is accurate at the time of completion and I agree to notify **[insert ASHA Approved CE Provider name]** of any changes to this information between now and the present

Signature: Alison Lemke, M.A., M.P.A., CCC-SLP____Date07-10-14______

Course Planner/Instructional Personnel Relationship Disclosure Form

Financial Relationship Disclosure Form

Course Planners/Instructional personnel have a **relevant** financial relationship if that relationship could influence the information presented in the course and could be perceived as a conflict of interest by learners.

Name: ____

I am serving as (check all that apply): ☐ Course Planner ☐ Instructional Personnel (i.e., Presenter/Author/Content Creator)

Proposed Course Title: ____

Date form completed:____

Please disclose your financial relationships that are relevant to the proposed course's content. *Remember to disclose any financial relationships* **stated in your biography that pertain to the course content.**

Name of Company or Organization	**Type of Financial Relationship (role or financial asset you receive)**										
	Honoraria	**Salary**	**Consulting Fee**	**Intellectual Property Rights**	**Speaking Fee**	**Royalty**	**Hold Patent on Equipment**	**Grants**	**Gift**	**Ownership Interest**	**Other (describe)**
Example: Proctor and Gamble			*X*	*X*							

Course Planner/Instructional Personnel Relationship Disclosure Form

Nonfinancial Relationship Disclosure Form

Course Planners/Instructional personnel have a **relevant** nonfinancial relationship if that relationship could influence the information presented in the course and could be perceived as a conflict of interest by learners.

Name: Alison Lemke _

I am serving as (check all that apply): ☐ Course Planner x☐ Instructional Personnel (i.e., Presenter/Author/Content Creator)

Proposed Course Title: Sanction Activity Report: View from the Peak

Please disclose your nonfinancial relationships that are to the proposed course's content. *Remember to disclose any nonfinancial relationships stated in your biography that pertain to the course content.*

Name of Company, Organization, Person or Thing	**Type of Nonfinancial Relationship**					
	Personal	**Professional**	**Political**	**Institutional**	**Religious**	**Bias**
Example: Better Hearing for All	*I am a member of the organization*			*Serve as chair for the ad hoc committee on universal coverage for hearing aids*		
IA Board of SLP and Audiology Examiners		x				
Board of Directors, NCSB		x				
ASHA Committee on Nominations and		x				

Course Planner/Instructional Personnel Relationship Disclosure Form

Elections						

Course Planner/Instructional Personnel Relationship Disclosure Form –Process for Review, Resolution and Disclosure (FOR PROVIDER USE ONLY)

Review of Information Disclosed by Course Planners and Instructional Personnel

Step 1. Provider's representative reviews the disclosure form, the learner outcomes, the individual's biography or resume and all other course related materials.

Step 2. Provider's representative identifies any questions about the disclosure information.

Step 3. Provider's representative contacts the planner or instructional personnel to discuss the disclosure information provided.

Step 4. Provider's representative determines if the individual (check one):

- ☐ has financial and/or nonfinancial relationships relevant to the course content and a resolution process is required. (Go to "Resolution of Disclosed Relevant Relationships.")
- ☐ has no relevant financial or nonfinancial relationships to the course content and no resolution process is required. (If instructional personnel, Go to "Disclosure to Learners." If course planner, stop.)
- ☐ has disclosed relationships that are not relevant to the course content and no resolution process is required. (If instructional personnel, Go to "Disclosure to Learners." If course planner, stop.)

Resolution of Disclosed Relevant Relationships

Check the methods used to resolve the identified relevant relationship(s) and enhance transparency.

☐ Determined that disclosing the relevant relationship(s) to learners was sufficient to minimize potential conflict of interest.

☐ Used a peer review process (process by which materials are reviewed by experts in that topic area to ensure the data support the conclusions before they are accepted for presentation or publication). If necessary, instructional personnel will be required to revise content based on recommendations from the peer review.

☐ Altered the control over the course content by:

- ☐ Changing the focus of the content so that is does not relate to the relevant relationship
- ☐ Changing the content/topic of the individual's educational assignment so that it does not relate to the relevant relationship
- ☐ Limiting the individual's content to a report without practice recommendations (if individual was funded by a commercial company to perform research, the individual's presentation may be limited to research data and results)
- ☐ Limiting the role of the individual to reporting practice recommendations based on formal structured review of the literature with the inclusion and exclusion criteria stated (evidence-based)

☐ Other (please describe)

☐ The individual documented the 'best available evidence' to support his/her recommendations. (e.g., individual provided adequate references)

☐ Chose not to select the individual as a planner and/or instructional personnel

☐ Other (please describe):

Disclosure to Learners

Step 1. Develop the instructional personnel disclosure statement with information from the disclosure form and discussions with the instructional personnel:

Select the applicable format:
☐Option 1: [Insert instructional personnel name] has no relevant financial or nonfinancial relationships to disclose.

☐Option 2: [Insert instructional personnel name] has the following relevant financial and nonfinancial relationships to disclose: [insert name of organization and type of financial relationship] and [insert name of organization and type of nonfinancial relationship].

☐Option 3: [Insert instructional personnel name] has the following relevant financial relationship to disclose: [insert name of organization and type of financial relationship] and no relevant nonfinancial relationships to disclose.

☐Option 4: [Insert instructional personnel name] has no relevant financial relationships to disclose and the following relevant nonfinancial relationship to disclose [insert name of organization and type of nonfinancial relationship].

Step 2. Send the draft instructional personnel disclosure statement to the instructional personnel for review and approval.

Step 3. Finalize and provide instructional personnel disclosure statement to potential registrants prior to the start of the course. Indicate where the statement will be published (check all that apply):

☐ Printed brochure ☐Website ☐Email blasts ☐ Other Describe:

Step 4. Ensure that the agreed upon instructional personnel disclosure statement will be announced (verbally and/or in writing) at the start of the course.

Step 5. Contact instructional personnel on or before **[insert date]** to identify any relevant financial and nonfinancial relationships that have developed after course planning and prior to course delivery. Complete the following after contacting the instructional personnel.

☐ Instructional personnel disclosure statement unchanged

☐ Changes in relevant relationships (describe):

Course Planner/Instructional Personnel Relationship Disclosure Form –Process for Review, Resolution and Disclosure (FOR PROVIDER USE ONLY)

Insert revised instructional personnel disclosure statement:

Describe the plan for communicating to participants the changes in relevant relationships: