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: Melissa S. Passe M.A., CCC-SLP

I am serving as (check all that apply):

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

Proposed Course Title: Praxis update: Ticket to Professional Practice

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

Attendee will be able to identify key personnel in the certification unit at the American Speech-Language-Hearing Association

Attendee will be able to recognize current certification standards for Speech-Language Pathology and Audiology

Attendee will be able to recognize areas of specialty certification

Attendee will be able to recognize key changes in the SLP Praxis exam

Instructional personnel: Insert your biography or resume:

Melissa S. Passe M.A., CCC-SLP has served as the Director of the Speech and Hearing Clinic for

Truman State University for the past 22 years. She is currently the chair for the Council for Clinical Certification in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association.

Course Planner/Instructional Personnel Relationship Disclosure Form

Name: Melissa S. Passe M.A., CCC-SLP ___

I am serving as (check all that apply):

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

Proposed Course Title: Praxis update: Ticket to Professional Practice

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: MP (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? ☐No X 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 presentation.

Signature: Melissa S. Passe M.A., CCC-SLP________________________Date7/15/14

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: Melissa S. Passe M.A., CCC-SLP _

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

Proposed Course Title: Praxis update: Ticket to Professional Practice

Date form completed: 7/15/14

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*							
CFCC (ASHA)											Travel expenses paid

Course Planner/Instructional Personnel Relationship Disclosure Form

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: Melissa S. Passe M.A., CCC-SLP ___

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

Proposed Course Title: Praxis update: Ticket to Professional Practice

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*		
	I am a member of ASHA	I am a member of ASHA				

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: