

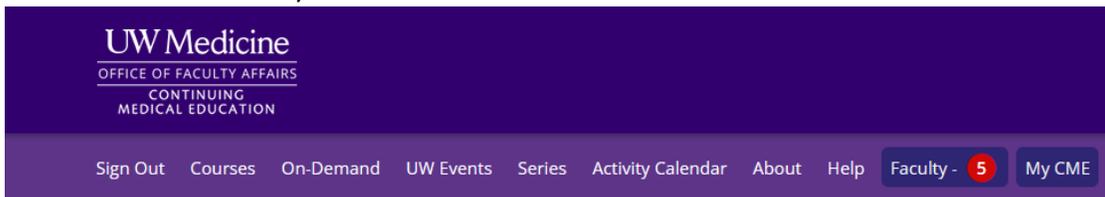
COI Mitigation Instructions Peer Reviewer



Accrediting bodies require a documented process for reviewing and mitigating potential Conflicts of Interest (COI) and determining their relevancy.

Peer Reviewers are assigned to each activity by a designated activity coordinator. Mitigation by a Peer reviewer is completed through the CloudCME Attendee Portal (AP) → Faculty.

1. Please do not use Internet Explorer or Edge. Our system works best with Chrome and Firefox.
2. Go to uwcme.org
3. Sign-In to the portal using your email as your login and enter your password
4. Select the “Faculty” tab from the main menu
5. You should now see My Tasks:



6. Scroll to the bottom of the page, you will have a variety of Task Tabs, depending on your role in the program. You may have assigned tasks under each tab for Global, Activity, Peer Reviewer, and Upcoming Presentations. Select the Peer Reviewer Tasks tab:

Global Tasks Activity Tasks **2 Peer Reviewer Tasks** Upcoming Presentations

Global tasks are tasks that apply to all activities. The below tasks can be completed at any time. The below tasks will expire, and an expiration date will show.

Status	Task Name	Expiration Date	Date Completed
Update	Disclosure of Financial Relationships	Wednesday, November 6, 2024	Monday, November 6, 2023

7. There will be a separate item listed for each Peer Review task. **Note:** that there could be more than one Peer Review needed per program and per faculty.

Pending Reviews

Mary Tester, ARNP

UW Cloud Enterprise Application

Process: Department Series - 1/12/2024

Friday, January 12, 2024

[FAO.pdf](#)

[Download Disclosure](#)

[Review](#)

Mary Tester, ARNP

UW Cloud Enterprise Application

Process: Department Series - 4/12/2024

Friday, April 12, 2024

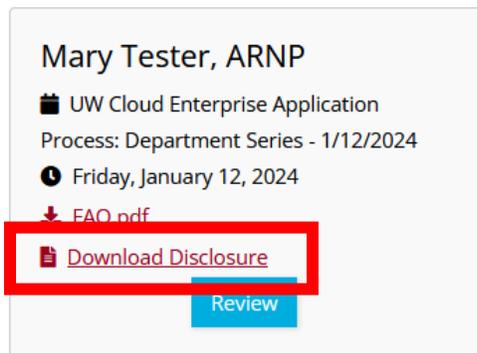
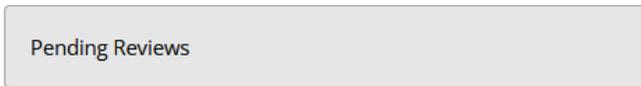
No file associated with this review

[Download Disclosure](#)

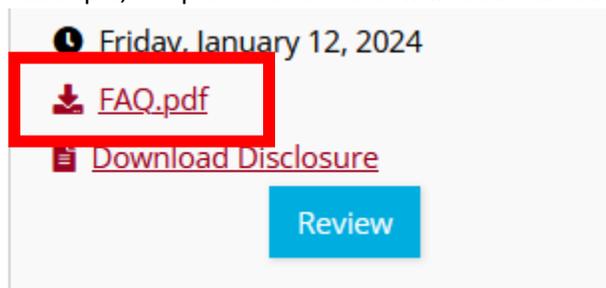
[Review](#)

COI Mitigation Instructions Peer Reviewer

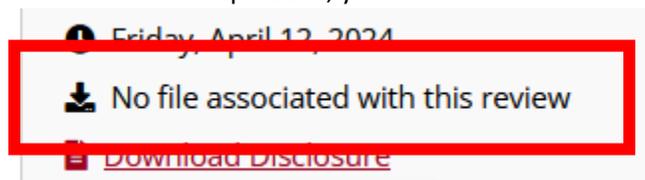
8. You will need to start by reviewing the faculty disclosure. Please to so by selecting the **Download Disclosure** link:



9. If there are presentation files to review, select the link above the Download Disclosure Link. For this example, the presentation to download is named "FAQ.pdf."



10. If no files have been uploaded, you will see this:



11. If you expect to review presentation files, and the files are not listed, contact the Activity Coordinator/Contact to request the presentation files. If you are reviewing a faculty member's role as a planner, there may not be files associated with the Peer Review.

COI Mitigation Instructions Peer Reviewer



12. When you are ready to complete the Peer Review, select the Review option.

Mary Tester, ARNP

📅 UW Cloud Enterprise Application
Process: Department Series - 1/12/2024

🕒 Friday, January 12, 2024

📄 [FAQ.pdf](#)

📄 [Download Disclosure](#)

13. On the COI Mitigation Form screen, indicate if you will be using Peer Review as the Mitigation Method.

COI Mitigation Form

Faculty: Mary Tester, ARNP

Activity Name: UW Cloud Enterprise Application Process: Department Series - 1/12/2024

Activity Date(s): 01/12/2024

Activity ID: 8923

Presentation Name: UW Cloud Enterprise Application Process: Department Series - 1/12/2024

Disclosure: Consulting Fee-Autolus - 11/06/2023 ([View PDF](#))

[Download: FAQ.pdf](#)

Owner:

Name: CMECONF UW Tes **Email:** cmeconf@uw.ed

[▶ Definition of Ineligible Companies \(click to view\):](#)

Will you use Peer Review as the Mitigation Method for this conflict? *

Yes No

COI Mitigation Instructions Peer Reviewer



14. After you select “Yes”, another set of prompts will appear. Please respond to each question.

Yes

No

Review for Faculty Member

Mary Tester, ARNP, has been identified as Faculty for this activity, UW Cloud Enterprise Application Process: Department Series - 1/12/2024, and has disclosed a financial relationship. Please complete the following related to this individual's role as Faculty for this activity:

Part II: All presentations should be reviewed for evidence-based and unbiased content by a peer reviewer with no conflicts of interest. If this speaker's presentation is available, please review the presentation and record the following findings:

Are recommendations for patient care based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options? *

Yes

No

Does all scientific research referred to, reported, or used in this educational activity in support or justification of a patient care recommendation conform to the generally accepted standards of experimental design, data collection, analysis, and interpretation? *

Yes

No

Are new and evolving topics for which there is a lower (or absent) evidence base, clearly identified as such within the education and individual presentations? *

Yes

No

Does the educational activity avoid advocating for, or promoting, practices that are not, or not yet adequately based on current science, evidence, and clinical reasoning? *

Yes

No

Does the activity exclude any advocacy for, or promotion of, unscientific approaches to diagnosis or therapy, or recommendations, treatment, or manners of practicing healthcare that are determined to have risks or dangers that outweigh the benefits or are known to be ineffective in the treatment of patients? *

Yes

No

Please leave any comments/revision/action needed below for the planner/faculty member. They will receive this feedback via email.

COI Mitigation Instructions Peer Reviewer



15. If you would like to send the faculty member/planner a message, enter your message in the first text box. The individual with the disclosure will receive an email with your message.

Will you use Peer Review as the Mitigation Method for this conflict? *

Yes

No

Please leave any comments/revision/action needed below for the planner/faculty member. They will receive this feedback via email.

16. If you would like to leave a message for the CE team, edit the text in the second box. This comment will be viewable by the Activity Owner and the CME Team.

Please leave any internal comments below (these will be available to the CE Team on the Mitigation Manager Screen):

Signature: *

Date *

17. The next step is to Sign and Date the online form.

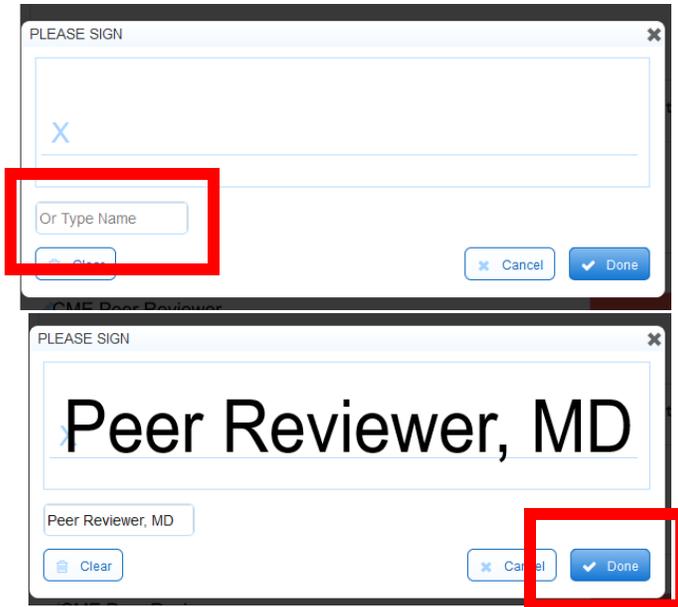
Signature: *

Date *

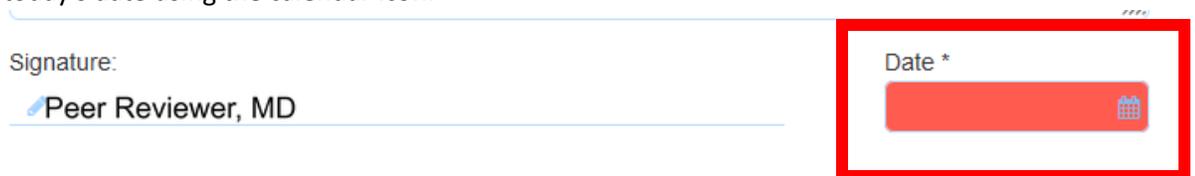
You can't leave this empty: Signature:

COI Mitigation Instructions Peer Reviewer

18. When you select the pencil on the signature box, type your name in the pop-up window, then select "Done." You can also enter your signature.



19. Enter today's date using the calendar icon.



20. The next step is to Submit the review.



21. If the presentation was approved, the mitigation process is complete, otherwise, complete the following steps.

COI Mitigation Instructions Peer Reviewer



22. If the presentation was sent back to the faculty for revisions, the faculty member will receive an email with the Peer Reviewer's comments for revision. Once the Faculty logs back into the CloudCME portal, they will have a Task to upload Revisions.

UW Cloud Enterprise
Application Process:
Department Series -
10/11/2024 - 10/11/2024
7:00 AM

- 📁 UW Cloud Enterprise Application
Process: Department Series - 10/11/2024
- 🕒 10/11/2024 7:00 AM
- 📄 [Action Verbs for Objectives.pdf](#)
- 📄 [View Requested Revisions](#)



23. Once the revision is uploaded, the faculty presentation will indicate “In Peer Review”

UW Cloud Enterprise
Application Process:
Department Series -
10/11/2024 - 10/11/2024
7:00 AM

- 📁 UW Cloud Enterprise Application
Process: Department Series - 10/11/2024
- 🕒 10/11/2024 7:00 AM
- 📄 [Cloud Upload Instructions.pdf](#)
- 📄 [View Requested Revisions](#)



COI Mitigation Instructions Peer Reviewer



24. The Peer Reviewer will then receive an email message indicating the revisions are ready for review. [My Tasks](#)

Thank you Kristie Herbord for participating as a Peer Reviewer. Presentation revisions have been completed are ready for your review. Please click the link to review the revised presentation and complete your peer review. [Click here to go to My Tasks](#)

[Global Tasks](#) [Activity Tasks](#) **1** [Peer Reviewer Tasks](#) [Upcoming Presentations](#)

Below are pending peer review tasks. Click the review button on any task in order to begin a peer review. You can also see information on your past reviews below.

Pending Reviews

Mary Tester, ARNP

UW Cloud Enterprise Application
Process: Department Series - 10/11/2024
 Friday, October 11, 2024
 [Cloud Upload Instructions.pdf](#)
 [Download Disclosure](#)

[Follow-up Review](#)

25. After selecting Follow-up Review, scroll past the initial content and answer the question about the updated presentation:

You previously reviewed this faculty member's presentation and requested the changes above.

The faculty member has uploaded their revised presentation, have the requested changes been made to mitigate the conflict? *

Yes

No

If you select **Yes**, you will need to sign and date the form.

If the revisions are not accepted, select **No** the faculty will be rejected for the program. Contact UW CME through this [request form](#) to ask for assistance.