

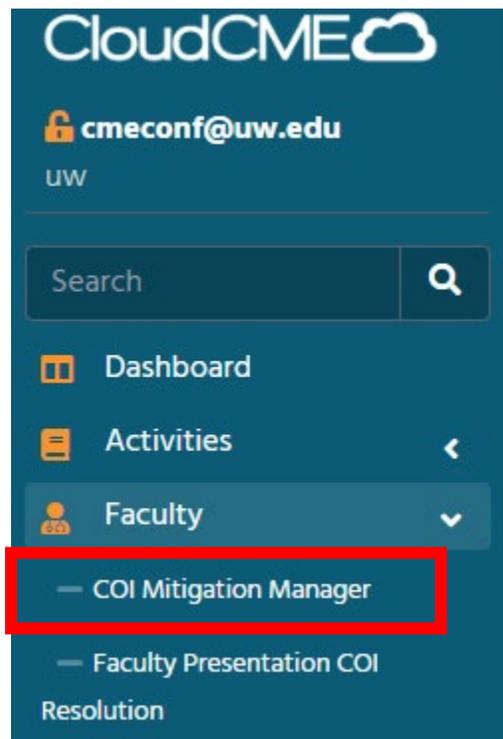
COI Mitigation Instructions

Assigning a Peer Reviewer



Accrediting bodies require a documented process for reviewing and mitigating potential Conflicts of Interest (COI). The COI Mitigation Manager screen allows Activity Owners to manage Disclosures and the COI mitigation process, if applicable.

To access this screen, from the Main Menu, go to **Faculty > COI Mitigation Manager**.



1. To begin, select the activity name or activity ID from the drop-down list or enter the date in the date picker and click **Search**. Users can also filter activities by using the **Filter By Status** and **Filter By Event Type** drop-down lists.

The screenshot shows the search and filter interface for the COI Mitigation Manager. It includes a search bar with a dropdown arrow, a 'Parents Only' checkbox, a 'Start Date' field with a date picker (9/8/2022 2:22 PM), a 'Search' button, a 'Filter By Status' dropdown (All), and a 'Filter By Event Type' dropdown (-- Select --).

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- The screen will refresh and display a list of all Faculty and Planners assigned to your Activity that have potential Conflict of Interest(s). Here, the COI mitigation process can be managed directly in the table, which allows the user to view the Presentation, Review Status, Disclosures and Reviewer(s), add and/or remove reviewers, add comments, etc.

Cardiology Updates (1098) Parents Only Start Date: 9/8/2022 2:22 PM End Date: 10/8/2022 2:22 PM Search

Filter By Status: All Filter By Event Type: -- Select -- Manage Faculty

Full Name	Faculty/Planner	Presentation	Activity	Status	Presentation File	Disclosure	Declared Relationships	Mitigation Method	Reviewer(s)	Comments	Exceptions
Angela Vassalle, MD, PhD	Faculty	Updates in Cardio Diagnostics	Cardiology Updates	PENDING		Consulting Fee-Ofcom Medical - 05/24/2022	Select Relevant Relationships	Select Mitigation Method	Jennifer Ott, MD: Has Not Reviewed	Add Comments	Approval Override Apply Exceptions
Angela Vassalle, MD, PhD	Faculty	Q&A	Cardiology Updates	INCOMPLETE		Consulting Fee-Ofcom Medical - 05/24/2022	Select Relevant Relationships			Add Comments	Approval Override Apply Exceptions

Below are the descriptions for each column in the COI Mitigation Manager table:

- Full Name** - displays the faculty member's and/or Planner's name.
- Faculty/Planner** - indicates whether the user is assigned as a Faculty or Planner for the activity. Users with both roles will display twice in two separate rows.
- Presentation** - displays the presentation name.
- Activity** - displays the activity name.
- Status** - displays the status of the mitigation process. The status will change throughout the mitigation process and will automatically update.
 - Incomplete** - There is missing information for the faculty/planner or the COI mitigation process has not begun.
 - Pending** - The Peer Review process has begun, and peer reviewer results are in process.
 - Approved** - The Peer Reviewer or the ACE department has approved the Faculty/Planner. COI has been mitigated.
 - Action Required** - Action is needed by the ACE team to determine whether the faculty/planner can be approved. This could be a result of conflicting Peer Reviewer results or a result of selections made on the peer review form.
 - Rejected** - The Peer Reviewer has rejected the Faculty/Planner. COI could not be successfully mitigated.
 - Approved with Exception** - Exceptions that have been applied will automatically approve the activity.
 - Disclosure Updated** - A user has submitted a completed Disclosure before an activity has started. This will not impact the current Child status.
- Presentation File** - displays a link to the presentation and shows the date that it was uploaded.
- Disclosure** - displays a link to the Disclosure Form submitted by the faculty member or Planner, shows the date the Disclosure was completed, and whether a financial relationship has ended.
- Declared Relationships** - displays relevant financial relationships for faculty members/Planners and ineligible company relationships.

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- The **Select Relevant Relationships** button allows users to view the declared financial relationships of each of the planning committee members and/or faculty members.
3. Select the relevant relationships and click **Save**. These relevant relationships will display in the Attendee Portal in the Faculty table of the Course Listing screen, flyers and brochures, and the COI Mitigation Form. This will ensure attendees are informed in advance of the activity of any disclosures that may be present.

Relevant Relationships

Presentation: Child Q
Speaker: Al Sherrard, MD

Select All

Stryker: Executive

Save

- The **Ineligible Company Relationships** button will display if the planning committee member or faculty member has selected an Owner, Executive, or employee nature of financial relationship within their completed Disclosure Form. If an exclusion is selected, the RSS activity status will change to **Rejected**, however, an approval override can be done by a CME Administrator to approve the faculty member/planning committee member, if needed. Please contact UW CME at cme@uw.edu if this situation arises.

Ineligible Company Relationship

Planner: Derek A Kuhlman, MD, PhD
Company: JHH Audiovisual

The content of this presentation:

Contains references to the business line of the products of the speaker employer/company

Is not limited to basic science research, such as pre-clinical and drug discovery, or the methodologies of research and may make care recommendations

Is not limited to teaching the safe and proper use of medical devices, and may recommend whether or when a device is used

Save

Declared Relationships

Select Relevant Relationships

Ineligible Company Relationship

- **Mitigation Method** - displays the mitigation methods and the Peer Reviewer who will perform the review/who has been assigned to mitigate potential conflicts of interest.
 - **NOTE:** Click the **Select Relevant Relationships** button first and select relationships in order for the **Mitigation Methods** button to display

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- The **Select Mitigation Method** button displays the following drop-down list: "**Who is determining mitigation method?**" Select **ACE Department** (Accredited Continuing Education) or **Peer Review**.

If ACE Department is selected: The CME department will determine the mitigation methods that will be used.

If the CME Department is conducting the mitigation method in a way other than peer review, a link to **View ACE Department Review** will display in this column.

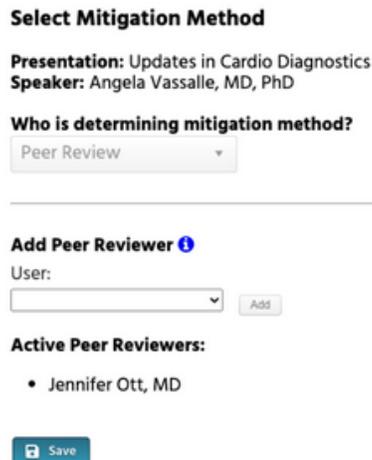


The screenshot shows a section of the COI Mitigation form. It contains four buttons: 'Select Relevant Relationships', 'Ineligible Company Relationship', and 'Select Mitigation Method'. To the right of these buttons is a blue hyperlink labeled 'View ACE Department Review'.

If Peer Reviewer is selected: The Peer Reviewer will determine the mitigation methods, within the COI Mitigation form, that will be used.

If a peer review will be performed to mitigate potential COI The **Add Peer Reviewer** screen will display. Select a Peer Reviewer from the drop-down list for the mitigation method and click **Add**.

NOTE: A peer reviewer should be added to each program during the application approval process. If you do not have a Peer Reviewer listed for COI Mitigation, please contact cme@uw.edu with your activity ID and the name of your Peer Reviewer.



The screenshot shows the 'Add Peer Reviewer' screen. At the top, it says 'Select Mitigation Method' with a dropdown menu set to 'Peer Review'. Below this, it shows 'Presentation: Updates in Cardio Diagnostics' and 'Speaker: Angela Vassalle, MD, PhD'. The 'Who is determining mitigation method?' dropdown is also set to 'Peer Review'. Under 'Add Peer Reviewer', there is a 'User:' dropdown menu and an 'Add' button. Below that, under 'Active Peer Reviewers:', there is a list item for 'Jennifer Ott, MD'. At the bottom, there is a 'Save' button.

- **Reviewers** - displays the name of the Reviewer(s) and whether there is a completed review, as well as the option to add a Peer Reviewer. To add a Peer Reviewer, click **Add Peer Reviewer**, a window will display, type in their name and click **Add**.

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Reviewer(s)

Add Peer Reviewer

User:

Angela Vassalle, MD, PhD:
Has Not Reviewed

- **Comments** - displays any comments made by the Administrator to document the mitigation process and additional information concerning the COI mitigation process. To enter a comment, click the **Add Comments** green plus (+) sign, and a new window will display.

COI Comments

Presentation: 2023 Physician Grand Rounds - 10/11/2023

Speaker: Thomas Welch, PharmD

Faculty/Planner Communications:

Commenter	Role	Comment	CommentDate
No records to display.			

CE Team/Peer Reviewer Comments:

Commenter	Role	Comment	CommentDate
No records to display.			

RSS Comments:

Commenter	Role	Comment	CommentDate
No records to display.			

- The **Faculty/Planner Communications** section allows communications to be sent directly to the faculty or planning committee member. Enter email comments and click **Send**.
- The **CE Team/Peer Reviewer Comments** section will include comments added by the ACE team and/or comments, for the ACE department, entered by the Peer Reviewer in the COI Mitigation form. Enter comments and click **Add**.
- The **RSS Comments** section will allow the RSS Coordinators/CE team to view the comments made by Administrators and/or Activity Administrators entered on the RSS Dashboard within.

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- To view comments, click **View Comments(+)** sign, and a new window will display. Options to send communications and add comments will be available on this window as well.

COI Comments

Presentation: 2023 Physician Grand Rounds - 10/11/2023
Speaker: Thomas Welch, MD

Faculty/Planner Communications:

Commenter	Role	Comment	CommentDate
No records to display.			

Email comment to speaker...

Send

CE Team/Peer Reviewer Comments:

Commenter	Role	Comment	CommentDate
Thomas Welch	CE Team	Mitigation method to be determined by ACE Department, Thomas Welch, MD, for faculty Thomas Welch, MD for event 2023 Physician Grand Rounds - 10/11/2023 and presentation 2023 Physician Grand Rounds - 10/11/2023. The chosen mitigation method was A review will occur. Status was updated to Approved.	10/5/2023 11:08:31 AM

Add Comment...

Add

RSS Comments:

Commenter	Role	Comment	CommentDate
No records to display.			

- **Apply Exceptions-** displays three exceptions for selection. If one exception is selected, the faculty member/planning committee member will be in **Approved** status and the COI mitigation process is now complete. Add any necessary comments and click **Apply Exceptions**.

Apply Exceptions

Apply Exceptions

Presentation: 2023 Physician Grand Rounds - 10/11/2023
Speaker: [Thomas Welch, PharmD](#)

Accredited providers do not need to identify, mitigate, or disclose relevant financial relationships for any of the following:

- Accredited education is non-clinical, such as leadership or communication skills training
- Accredited education where the learner group is in control of content, such as a spontaneous case conversation among peers.
- Accredited self-directed education where the learner controls their educational goals and reports on changes that resulted, such as learning from teaching, remediation, or a personal development plan. When accredited providers serve as a source of information for the self-directed learner, they should direct learners only to the resources and methods for learning that are not controlled by ineligible companies.

Comments...

⚠ Saving any of these selections will immediately approve this presentation.

Apply Exceptions

- **If Approval Override is necessary, please contact cme@uw.edu to request approval.**