TO:

DATE: **4/12/2022**

SUBJECT: ICMI 2022

 **SPEAKER RESPONSIBILITES AGREEMENT**

PLEASE READ THE FOLLOWING AGREEMENT, SIGN AND RETURN ONE COPY TO **Laura Burns** AT**laura.burns@rutgers.edu**BY **6/1/2022.**

Thank you for agreeing to participate as a speaker at our virtual continuing education (CE) activity entitled ***ICMI 2022*** scheduled for **June 13 – 17, 2022**. We appreciate your involvement in this educational activity. We look forward to this activity making an important contribution to the continuing professional development of our learners.

This activity is provided by Rutgers UBHC Center for Continuing Education CCE and **Motivational Interviewing Network of Trainers**. Rutgers Biomedical and Health Sciences (RBHS) and Rutgers University Behavioral Health Care (UBHC) is jointly accredited by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC), to provide continuing education for the healthcare team. As such, we are expected to conform to accreditation requirements regarding the planning and implementation of our CE activities. Please carefully consider the following information as you prepare to participate in the activity.

* Your presentation is entitled:
* Scheduled start and end time of your presentation:
* Overall activity objectives:
	+
	+
	+
* The target audience for this activity is: **international** **healthcare providers.**
* **EDUCATIONAL CONTENT**

As the CE provider of this activity, RBHS must demonstrate compliance with accreditation requirements regarding the educational content presented at its CE activities. As a speaker, you will be responsible for developing your educational material in the following manner:

* Developing your presentation to meet the activity’s stated educational objectives. The planners for this activity have conducted a thorough needs assessment and synthesized the results in the formulation of learning objectives and activity design.
* Promoting improvement and quality in healthcare, and not a specific proprietary business interest of an ineligible company or a product or service that may serve your professional or financial interests. An ineligible company is an entity whose primary business is marketing, re-selling or distributing healthcare products used by or on patients.
* Providing recommendations based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.
* Presenting scientific research in support or justification of a patient care recommendation that conforms to generally accepted standards of experimental design, data collection, analysis, and interpretation.
* Identifying any new and evolving topics with a lower or absent evidence base, while avoiding advocating for, or promoting, practices that are not, or not yet, adequately based on current science, evidence, and clinical reasoning
* Using generic names when discussing therapeutic options. Trade names may only be used if they are used in conjunction with the generic name AND those of several companies must be mentioned in conjunction with the generic name.
* Disclosing off-label or investigational uses of drugs or devices to the learners.
* Ensuring that any slides or content that have been previously used in a promotional presentation are not included in the content of the CE activity.
* Ensuring that any slides or content you present does not contain any corporate or product logos of ineligible companies.
* Ensuring that “data on file” is not used in educational materials as this data is by definition not peer reviewed, cannot be verified, and is not accessible to the learners for further study.
* Ensuring that your presentation is free of any information that would allow a specific patient to be identified. Should you decide to utilize case studies, images, or video vignettes that could violate patient confidentiality, a written release must be on file with RBHS.

**DISCLOSURE**

You must disclose all financial relationships with ineligible companies in any amount occurring within the past 24 months regardless of the potential relevance to the education. **Information provided by you on this form will be included in the activity materials. Individuals who fail to provide disclosure information cannot participate in the activity.** RBHS and UBHC will use this information to determine if your financial relationships are relevant to the education, and if necessary, take steps to mitigate those relationships prior to your presentation. As a result, it is imperative that you **return** **the Disclosure Declaration Form by June 1, 2022.**

**CONTENT VALIDATION / RESOLUTION OF CONFLICT OF INTEREST**

The content of all CE activities will be reviewed by a qualified independent reviewer. This ensures oversight of the educational product and also serves to mitigate any relevant financial relationships. As such, RBHS and UBHC will identify a qualified independent reviewer to review the educational content that you plan to present for fair balance, presence of commercial bias, scientific objectivity of studies referenced in the materials or used as the basis for content, appropriateness of patient care recommendations made to learners, etc. If there are concerns identified by the reviewer, you will be contacted with these concerns for potential resolution. Therefore, please note that your **slides and handouts will be due to UBHC June 1, 2022** to allow for content review and syllabus preparation.

**PRESENTATION MATERIALS**

RBHS, UBHC and Motivational Interviewing Network of Trainers will provide the audience with a copy of your complete presentation materials. Therefore, it is imperative that presentation materials are sent to UBHC by the above-mentioned date. Speakers are required to identify graphics and other information used in a CE presentation that are protected by copyright and properly acknowledge the source of the cited material in a footnote on the slide and/or other materials. If you contribute material that was not developed by you and you do not have permission to reproduce and distribute this material, please ensure that you have secured permission(s) from the source(s). RBHS and UBHC understands that there may be some instances when certain material may contain data that cannot be reproduced or distributed. **If you contribute material that is not appropriate for distribution, please indicate this by placing an “X” in the box below** and a RBHS representative will contact you.

[ ]  **Please contact me regarding the distribution of my presentation materials**

**EXCLUSION FROM PARTICIPATION IN ANY FEDERAL HEALTHCARE PROGRAM**

Due to guidances from the Office of the Inspector General of the Department of Health and Human Services, RBHS and UBHC is being asked to certify that no employee or subcontractor of RBHS or UBHC is subject to exclusion from participation in any Federal Healthcare Program. Your signature certifies that you are not on the Office of Inspector General’s List of Excluded Individuals/Entities or have been debarred, excluded or are otherwise ineligible to participate in any Federal healthcare program.

**SUMMARY:**

* Submit Disclosure Declaration Form by **6/1/2022**
* Submit slides/handout materials by **6/1/2022**
* Indicate if your presentation material is not appropriate for distribution
* Submit CV, biosketchor resumeby **6/1/2022**
* Sign and return this agreementby **6/1/2022**

By my signature, I agree to all of the aforementioned elements.

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(Signature) (Date)

**NAME**