

2014 INSTRUCTIONS FOR ATS COI REVIEWERS

For reviewers of ATS Conflict of Interest (COI) Questionnaires (including International Conference CME session chairs). Please review, print and use.
v2014314

CHAIRS OF ATS CME ACTIVITIES

Please note:

- The Accreditation Council on Continuing Medical Education requires that the ATS (1) obtain a declaration from each planner and presenter of CME-accredited activities as to whether or not they have financial relationships with commercial interests relevant to the subject matter of the CME, and (2) review these declarations to identify, assess, and resolve (manage) any conflicts of interest prior to the education activity, in order to ensure that the CME is balanced and there is no commercial bias.
- ATS relies on CME session/activity chairs (including the chairs of each International Conference session accredited for CME) to review and assess the disclosures of their respective session's presenters, and to participate in resolving any identified conflicts, due to your subject matter expertise and role as "person in control" of the activity.
- ATS uses an online process (<https://thoracic.coi-smart.com>) to obtain disclosures and make them and assessment options available to session/activity chairs through personalized online "Reviewer Queues."
- If you are co-chairing a session/activity, both you and your co-chair(s) will have your entire session/activity faculty's disclosures posted to your personal "Reviewer Queue." However, each participant need only be reviewed by one co-chair of your choosing; co-chairs may divide up review responsibilities as you see fit. Also, co-chairs should review each other's disclosures (not your own).
- April 30, 2014 is the deadline for completion of online COI reviews by ATS 2014-San Diego International Conference CME Session Chairs.
- Chairs of ATS CME other than the International Conference are informed of COI deadlines individually. Chairs of ATS Chapter CME may have a different review process, and should follow instructions issued by ATS Education staff.
- Please use the following steps to complete this process (if requested).

STEP 1 - LOG-IN TO THE ATS COI WEBSITE:

- Use Internet Explorer, Firefox or Safari to go to the ATS COI website log-in page at <https://thoracic.coi-smart.com>.
- Enter your ATS-issued "coi-smart" system **Login ID** (the site "username" that was sent to you previously by email). Note: for ATS members, the Login ID is typically your 4 to 6 digit ATS member number, excluding preceding zeroes, but may differ due to site use by non-members.
- Enter your **site Password** (which you set the first time you use the site).
- If you've misplaced your Login ID or Password, or need to set or reset your Password, click on "**Forgot Login ID or Password**" and enter your email address. You'll receive an immediate email from "noreply@coi-smart.com" with your site ID and password instructions. Contact John Harmon at ATS at coioffice@thoracic.org or 212-315-8611 if log-in problems.
- Click **Login**.

CHAIRS OF OTHER OFFICIAL ATS ACTIVITIES

Please note:

- ATS policy requires that an up-to-date Conflict of Interest (COI) declaration be obtained from anyone carrying out an official role of the Society, and reviewed in relation to the subject matter of the specific ATS activity, prior to when the role or activity commences.
- COI disclosures are obtained through an annual online COI questionnaire and are required of: planners and presenters of ATS CME activities (see the box to the left if also a Chair of an ATS CME activity); members of panels developing an ATS clinical practice guideline or other approved ATS project; members of the Board of Directors and others in governance roles; members of ATS journal editorial boards. (Journal manuscript authors use a different process for COI disclosure.)
- ATS relies on the Chairs of official ATS activities to participate in review, assessment, and management of the disclosures of their activity's panelists (committee members), due to your subject matter expertise and role as a "person in control" of the activity.
- ATS uses an online process (<https://thoracic.coi-smart.com>) to obtain disclosures and (for most activities) make them and assessment options available to assigned reviewers. Chairs of some non-CME activities instead receive summaries of disclosure data separately.
- The assessment options for "Other Activities" now differ from those for CME activities. Some outside relationships are now regarded as "disqualifying" for certain ATS roles, such as guideline development, unless discontinued or divested. The ATS Documents Editor and ATS COI office will advise chairs of affected activities individually.
- If you have been instructed by ATS to use the ATS COI website for review of a non-CME activity, please use the following steps.

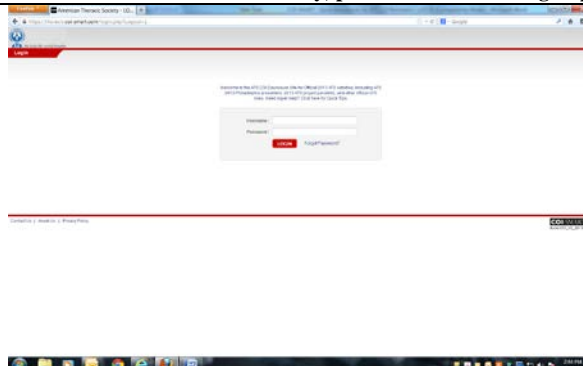


Figure 1: Screen shot of Login page

STEP 2 - COMPLETE YOUR OWN 2014 DISCLOSURE:

- If you've already filed your own 2014 disclosure, skip to Step 3 (below).
- If not, please skim the *Answers to Frequently Asked Questions* on the first page of the website, and then use the link at the bottom of that page to open your questionnaire. Reviewers (chairs) must first complete and submit their own 2014 COI questionnaire in order to access assigned disclosures.
- After submitting your own 2014 disclosure, log back into the site to complete your reviewer assignments.



Figure 2: Screen shot of first page (Frequently Asked Questions)

STEP 3 - ENTER YOUR "REVIEWER QUEUE":

- On the first page of the site, click on "**Reviewer**" in menu on left side.
- Click on "**In Review**" below the Reviewer tab.
- That brings you to your personal "**Reviewer Queue**" - the list of panelists in the 2014 session(s) or other activity that you chair that have completed a 2014 questionnaire, and await your review.

Please note:

- The **Reviewer** pages of the COI-SMART system include on-screen options not used by ATS. Complete only the steps noted in this memo.
- As noted earlier, for co-chaired sessions/activity, each participant need only be reviewed by one co-chair of your choosing. Also, co-chairs should review each other's disclosure. (You do not review your own).
- If one of your faculty/panelists isn't yet listed in your queue, he or she hasn't yet filed a 2014 questionnaire. Please remind him or her, and please return to review before the deadline. (ATS also issues reminders.)

Continue to final step on next page.

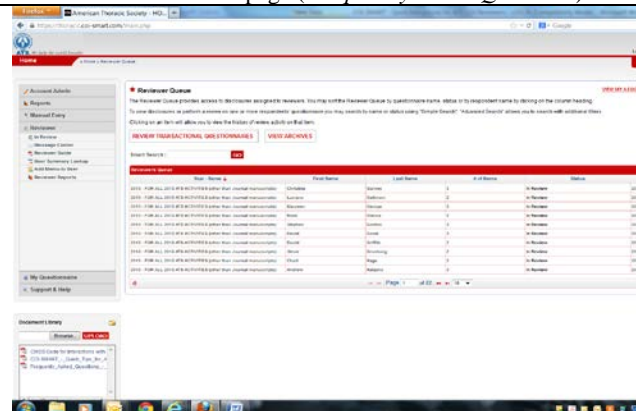


Figure 3: Screen shot of Reviewer Queue page

2014 INSTRUCTIONS FOR ATS COI REVIEWERS

For reviewers of *ATS Conflict of Interest (COI) Questionnaires (including International Conference CME session chairs)*. Please review, print and use.
v2014314

STEP 4 – REVIEW, ASSESS, AND REPORT:

1. Use the following steps to complete your reviewer assignments.
2. **Click on the line of one of the persons listed in your “Reviewer Queue”** (i.e., one of the faculty/panelists for the activity or activities you chair).
3. **Then click on the “Perform Review” option listed below your queue.**
4. That person’s disclosures will appear in “Simple Mode”, which enables you to make a single COI assessment (“review action”) for the person for your session/activity.
5. **That person’s disclosures will appear in a box on screen** (below “Questionnaire Details”). Only the questions and answers to which he/she made a “yes” response will appear. **Read and assess these disclosures for relevance to the subject matter of your session or activity.** Use the scroll bar on the right-side of the box to be sure to see all of his or her disclosures.
6. **Then scroll down to click on the blank box below the words “Review Action Type.”** ATS “review action” options will appear.
7. **Click on the single COI “review action” that you think is appropriate for this person for the specific ATS session/activity you chair.**
 - **Please note: there now are separate review options for “CME” (including International Conference sessions) and for “Other Activities”,** such as guideline panels, other ATS projects, and ATS governance roles. (See the lists below, and on the *Perform Review* page of the COI website.) These options were developed by the ATS Education Committee or Documents Editor with the ATS COI Office to standardize assessment and to guide chairs in taking action to ensure there are no negative impacts on ATS activities.
8. **Then click “SAVE” at bottom of screen.**
9. **To review others in your Reviewer Queue,** scroll back up and use the same steps (as above) for each. Or return to the site at a later time, before deadline, to review them. To exit the site, click “Log Out” on upper right.

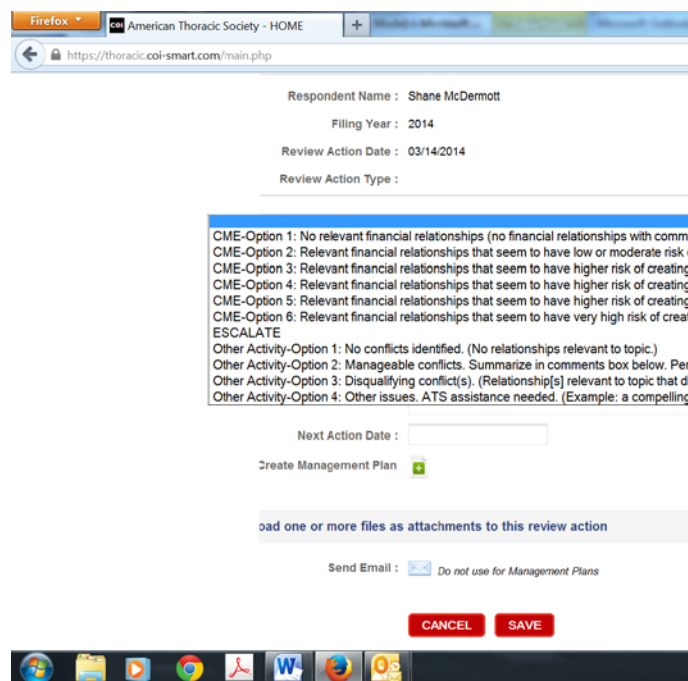


Figure 4: Screen shot of ATS Review Action options (excerpts)

2014 ATS COI Review Action Types (Options):

FOR “CME Activities” ONLY (including International Conference CME sessions):

CME-Option 1: No relevant financial relationships (no financial relationships with commercial interests relevant to topic).

CME-Option 2: Relevant financial relationships that seem to have low or moderate risk of creating commercial bias. Manage regularly: content must be balanced, cite best available evidence, and free of commercial bias.

CME-Option 3: Relevant financial relationships that seem to have higher risk of creating commercial bias. Added management: instruct the person to refrain from making recommendations related to proprietary interests of his or her commercial interests.

CME-Option 4: Relevant financial relationships that seem to have higher risk of creating commercial bias. Added management: peer review of content; summarize issues & recommend a peer reviewer in comments box.

CME-Option 5: Relevant financial relationships that seem to have higher risk of creating commercial bias. Added management: another course of action recommended; summarize issues & recommendation in comments box.

CME – Option 6: Relevant financial relationships that seem to have very high risk of creating commercial bias, and seem impossible to resolve through other options. Person should not plan or present in this specific activity. Summarize issues in comments box.

FOR “Other Activities” ONLY (such as guidelines, other projects, governance):

Other Activity-Option 1: No conflicts identified. (No relevant relationships.)

Other Activity-Option 2: Manageable conflicts. (Summarize in comments box.) Person must disclose to other participants and excuse or recuse from related decision-making (e.g., rating quality evidence and strength of recommendations).

Other Activity-Option 3: Disqualifying conflict(s). (Relationships relevant to topic that disqualify the person from this role unless resolved.) (Summarize in comments box.) The person must discontinue or divest conflict to resolve.

Other Activity-Option 4: Other issues; ATS assistance needed. (Example: a compelling reason for the person to participate despite a disqualifying conflict.) Summarize in comments box.

If you have questions about ATS COI policies, please contact

Shane McDermott at smcdermott@thoracic.org

or 212-315-8650. Thank you for helping ATS to comply with accreditation requirements!

ATS Definitions:

CONFLICT OF INTEREST:

- (1) **Official ACCME definition for accredited CME activities:** “The ACCME considers financial relationships to create conflicts of interest in CME when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of CME about the products or services of that commercial interest. The potential for maintaining or increasing the value of the financial relationship with the commercial interest creates an incentive to influence the content of the CME—an incentive to insert commercial bias.” (Source: ACCME.)
- (2) **ATS addenda for other ATS activities, extending consideration of potential conflicts of interest beyond financial relationships alone:** “(A). A divergence between an individual’s private interests and his or her professional obligations such that an independent observer might reasonably question whether the individual’s professional actions or decisions are motivated by personal gain, such as financial, academic advancement, clinical revenue streams or community standing. (B) A financial or intellectual relationship that may impact an individual’s ability to approach a scientific question with an open mind.

FINANCIAL RELATIONSHIP:

- (1) **Excerpt from official ACCME definition for accredited CME activities:** “The ACCME requires anyone in control of CME content to disclose relevant financial relationships to the accredited provider. Individuals must also include in their disclosure the relevant financial relationships of a spouse or partner. The ACCME defines relevant financial relationships as financial relationships in any amount that create a conflict of interest and that occurred in the twelve-month period preceding the time that the individual was asked to assume a role controlling content of the CME activity. The ACCME has not set a minimal dollar amount—any amount, regardless of how small, creates the incentive to maintain or increase the value of the relationship.
- (2) **ATS addenda extending the period for which disclosure is required:** (A) “Disclosure of any direct financial benefit derived from work performed for industry (per company), or any direct financial interest or investment in industry (per company) in the previous 3 years relevant to the scope of the official ATS activity for which the person is disclosing.” (B) “‘Since January 1, 2000’ is now used by ATS as the time frame of interest in tobacco or e-cigarette industry involvement.”

More definitions are available on the ATS COI website.