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## 2017 COI REVIEWER INSTRUCTIONS FOR CONFERENCE SESSION CHAIRS

and Other ATS CME Activities - v2017310i

Keep Open in a Separate Window or Print to Consult during Review

### April 15 Deadline

### *Why the ATS Needs You to Review and Manage Session COI:*

The **Accreditation Council on Continuing Medical Education (ACCME)** requires that the ATS (1) obtain declarations from all presenters, chairs, and other planners of CME-accredited activities of any financial relationships with commercial interests that are relevant to the subject matter of the session, and (2) review and resolve (manage) any conflicts of interest (COI) prior to the Conference, to ensure that the CME delivered is balanced and free of commercial bias. Therefore **the ATS must call upon you as the “person in control” of your session, with expert knowledge of the subject matter**, to review these, report to the ATS, and ensure that all COI relevant to your session are resolved.

### *Four Steps to Complete:*

#### *Step 1 - Log-in to the ATS COI Website*

1. Go to the log-in page at <https://thoracic.coi-smart.com>.
2. Enter your ATS-issued COI website **Login ID** (the “username” that was sent to you by email). For ATS members, this is typically your 4 to 6 digit ATS member #, excluding preceding zeroes.
3. Enter your **Password** (set at first use) and **click Login**.
4. If you’ve **misplaced** your Login ID or need to **set** your Password, click on “**Forgot Login ID or Password**” and enter your email address. You’ll receive an email from “noreply@coi-smart.com” with ID and password instructions. [Quick Tips for Log-in & Site Use](#) are also available here and on the log-in page.

#### *Step 2 – Go to Your “Reviewer Queue”*

1. Once logged in, **click Reviewer** on **left** of screen.
2. Then **click In Review** below that *Reviewer* tab. That brings you to your **Reviewer Queue** – a list of your session’s faculty who are ready for chair review. (Note: you must have already filed your own 2017 questionnaire to see your *Reviewer Queue*. If you haven’t, instead click *My Questionnaires*, then 2017 ATS COI Questionnaire. Once completed, log back into the site and follow the steps above.)
3. If your session is co-chaired, **only one co-chair has to review each presenter** (i.e., you can divide up reviews as you wish). Each co-chair must be reviewed by the other co-chair (the other “person in control”).
4. If one of your **presenters** or **co-chair**, if one, **isn’t listed**, he/she **hasn’t filed for 2017**. ATS e-mails all “non- respondents” weekly. Please contact and ask him/her to file; then return by April 10 to review.

#### *Step 3 – Review Disclosures*

1. **Click** on the **name** of a presenter (or co-chair if one) in your “*Reviewer Queue*.” (Click on his/her 2017 Questionnaire entry if more than one.)
2. Then **click** the “**Perform Review**” option. A box will appear with his/her 2017 responses.
3. Use the bar on the right side of that box to **scroll down and review** his/her disclosures, in order to (A) see if any **commercial interests** were disclosed, and if so (B) see the **types of relationships** involved and (C) **judge their relevance** to his/her content or role.  
(Note: 2/3rds of ATS respondents report no commercial interests and can be reviewed and reported quickly.)

#### *Step 4 – Grade and Manage*

- Use the main scroll bar on right of your screen to **move down to the box below “Review Action Type”**, and click it to open the **drop-down menu of ATS grading options**.
- **Grade the person as a whole** (“simple mode”). If NO commercial interests exist, simply click **Option 1** to affirm this for ATS. If there’s a relevant interest that has ended or will by the conference, click **Option 2**. If there’s a current interest, choose from **Options 3-8**. Each has a management step acceptable to the ACCME.
- **When a current COI exists, different types of involvement typically warrant different grades**. Since



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you grade the person as a whole, if he/she has more than one type of commercial involvement, choose as your overall grade & resolution what will best assure the learners (audience) overall. For example, for CME:

- Choosing **Option 3** (ensuring that the best available evidence is presented) may be sufficient if the involvement consists of *industry-funded research* that is overseen by an institution, or service on an independent *DSMB* or on a *scientific advisory committee*.
- Choosing **Option 4** (peer review of content [see details below]) or **Option 5** (have the person refrain from clinical recommendations relevant to the commercial interest) are typically preferred if there is: a *consultant* role; an *industry speaker bureau* (note: industry-supported CME that is independently controlled is not seen as a COI); *expert testimony for a company* or its law firm; *personal investments* in a relevant company such as any equity interests, including stock, stock options, or other ownership interest, excluding general mutual funds; *intellectual property rights* that are relevant to the subject matter, such as a patent, whether granted or pending. Choose the option that you think is best suited.
- Occasionally other steps are warranted. Use **Options 6, 7 or 8** to inform ATS and obtain consultation.
- **Once graded, “Send Email”** can be used (scroll down the review page) to tell the person the action needed.
- When **done reviewing the person, click “SAVE”** at the bottom of screen.
- **To review other session faculty:** scroll back up, click another name, and use the same steps as above.
- **To exit the site:** click “Log Out” on upper right of screen.

### Additional Resource Information:

#### GRADING OPTIONS (also stated within the review site):

- **Conference Option 1:** No relevant conflict found. Content free of commercial bias. (*Manage by monitoring and clarifying for the audience any content that could be perceived as biased.*)
- **Conference Option 2:** Past relevant conflict, or a current one ending before event. Resolved by disclosure to audience and content free of commercial bias. (*Manage by monitoring and clarifying any content that could be perceived as biased.*)
- **Conference Option 3:** Current relevant conflict. Resolved by the content presenting the best available evidence. (*Make sure that the presentation provides the best available evidence. Clarify for the audience any content that could be perceived as biased.*)
- **Conference Option 4:** Current relevant conflict. Resolved by the Chair arranging peer review of content. (*You, or another subject expert contacted by you, reviews content in advance to ensure that it is free of commercial bias. Peer review that occurred as part of journal publication of the content is acceptable.*)
- **Conference Option 5:** Current relevant conflict. Resolved by his/her making no recommendations affecting that interest. (*Instruct the person to make no clinical recommendations that are relevant to their commercial interest to avoid any appearance of commercial bias.*)
- **Conference Option 6:** Current relevant conflict: Industry Employee. Resolved by ATS managing per ACCME policies. (*ATS staff will contact the chair and presenter once this is known.*)
- **Conference Option 7:** Current relevant conflict. Resolved otherwise through ATS consultation. (*Explain in Comments box.*)
- **Conference Option 8:** Current relevant conflict that appears unresolvable. (*Explain in Comments box.*)

#### ACCME AND ATS DEFINITIONS:

- **CONFLICT OF INTEREST:** 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.
- **COMMERCIAL INTEREST:** **ACCME:** Any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests. **ATS** further defines “relevant commercial interest” to include: 1) Any compensable services that you or your spouse provide to a commercial entity that has business interests relevant to the subject of your ATS activity, such as a pharmaceutical or medical device company, product manufacturer, investment firm or law firm, even if uncompensated. Common examples include industry consulting, advisory committees, speaking, and expert testimony. (2) Any equity interests of you or your spouse in a relevant entity, including stock, stock options, or other ownership interest, excluding general mutual funds; (3) intellectual property rights of you or your spouse/partner that are relevant, such as a patent (granted or pending) or copyright.
- **FINANCIAL RELATIONSHIPS:** ACCME defines these as financial relationships [held by the discloser and by spouse or partner if one] in any amount that create a COI and that occurred in the 12-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.”

Questions about COI website use? Contact John Harmon at [coioffice@thoracic.org](mailto:coioffice@thoracic.org) or 212-315-8611.

Questions about COI management? Contact Shane McDermott at [smcdermott@thoracic.org](mailto:smcdermott@thoracic.org) or 212-315-8650.