

Course Planner/Instructional Personnel Relationship Disclosure Form

In compliance with American Speech-Language Hearing Association's Continuing Education Board's Requirements, the Department of Communicative Disorders & Deaf Education (COMDDE) at Utah State University (USU) requires course planners and instructional personnel to disclose information regarding any relevant financial and nonfinancial relationships related to course content prior to and during course planning.

Based on the information provided, Brynne Davies, the COMDDE CE Program Administrator, will engage the course planner/instructional personnel in a guided interview process which seeks to understand how the relevant financial or nonfinancial relationship may influence the content of the course.

Instructor personnel and course planners will be finalized only after this form has been received and reviewed by Brynne Davies. (See page 5 for the process used to review, resolve and disclose relevant relationships.)

Instructions: Provide the information requested ensuring that all relevant financial and nonfinancial relationships including those in your biography are disclosed on this form.

Name: Andrea Amestoy

I am serving as (check all that apply):

Course Planner Instructional Personnel (i.e., Presenter/Author/Content Creator)

Proposed Course Title: Idaho EHDI Collaborative: Building Empowered Families
(A Care Coordination Project)

Instructional personnel: Insert proposed learner outcomes for course (if available):

Instructional personnel: Insert your biography or resume:

Course Planner/Instructional Personnel Relationship Disclosure Form

Name: Andrea Amestoy

I am serving as (check all that apply):

Course Planner Instructional Personnel (i.e., Presenter/Author/Content Creator)

Proposed Course Title: Idaho EHD Collaborative: Building Empowered Families
A Case Coordination Project

HIPAA REQUIREMENTS

To comply with the Health Insurance Portability and Accountability Act (HIPAA), we ask that all course planners and instructional personnel insure the privacy of their patients/clients by refraining from using names, photographs, or other patient/client identifiers in course materials without the patient's/client's knowledge and written authorization.

I am in compliance with these policies: aa (INITIAL HERE)

Relevant financial relationships are those relationships in which you benefit by receiving a salary, royalty, intellectual property rights, gift, speaking fee, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships can also include "contracted research" where the institution gets the grant and manages the funds and you are the principal or named investigator on the grant.

Do you have relevant financial relationships to disclose? No Yes, if yes complete the Financial Relationship Disclosure form that follows.

Relevant non-financial relationships are those relationships that might bias you including any personal, professional, political, institutional, religious or other relationship. Examples follow:

Personal: You have a personal friendship with someone in the company whose products are discussed in the course; you have a family member or friend with a disorder that will be talked about in the course.

Professional: You are a member of an association or group that is talked about or referenced in the course; you have a professional bias about a way to deliver a particular service.

Political: You have a political bias about a topic (e.g., health care reform) and your bias is toward supporting a particular party's position on this issue.

Institutional: You are affiliated with an institution or organization (e.g., serves on a committee or board of that organization); you are a member of that organization or gives money to its causes.

Religious: You have a bias based on religious tenets (e.g., a bias toward service delivery at end of life based on religious beliefs).

Do you have relevant non-financial relationships to disclose? No Yes, if yes complete the Nonfinancial Relationship Disclosure form that follows.

I attest that the information in this disclosure is accurate at the time of completion and I agree to notify Brynne Davies of any changes to this information between now and the presentation.

Signature Andrea Amestoy

Date 12/20/19

Course Planner/Instructional Personnel Relationship Disclosure Form

Financial Relationship Disclosure Form

Course Planners/Instructional personnel have a **relevant** financial relationship if that relationship could influence the information presented in the course and could be perceived as a conflict of interest by learners.

Name: Anvea Anestoy

I am serving as (check all that apply): Course Planner Instructional Personnel (i.e., Presenter/Author/Content Creator)

Proposed Course Title: Idaho EHDI Collaborative: Building Engaged Families (A Course Coordination Project)

Date form completed: 12/20/19

Please disclose your financial relationships that are relevant to the proposed course's content. *Remember to disclose any financial relationships stated in your biography that pertain to the course content.*

Name of Company or Organization	Type of Financial Relationship (role or financial asset you receive)										
	Honoraria	Salary	Consulting Fee	Intellectual Property Rights	Speaking Fee	Royalty	Hold Patent on Equipment	Grants	Gift	Ownership Interest	Other (describe)
<i>Example: Proctor and Gamble</i>			X	X							

Course Planner/Instructional Personnel Relationship Disclosure Form –Process for Review, Resolution and Disclosure (FOR PROVIDER USE ONLY)

Review of Information Disclosed by Course Planners and Instructional Personnel

Step 1. Provider’s representative reviews the disclosure form, the learner outcomes, the individual’s biography or resume and all other course related materials.

Step 2. Provider’s representative identifies any questions about the disclosure information.

Step 3. Provider’s representative contacts the planner or instructional personnel to discuss the disclosure information provided.

Step 4. Provider’s representative determines if the individual (check one):

- has financial and/or nonfinancial relationships relevant to the course content and a resolution process is required. (Go to “Resolution of Disclosed Relevant Relationships.”)
- has no relevant financial or nonfinancial relationships to the course content and no resolution process is required. (If instructional personnel, Go to “Disclosure to Learners.” If course planner, stop.)
- has disclosed relationships that are not relevant to the course content and no resolution process is required. (If instructional personnel, Go to “Disclosure to Learners.” If course planner, stop.)

Resolution of Disclosed Relevant Relationships

Check the methods used to resolve the identified relevant relationship(s) and enhance transparency.

- Determined that disclosing the relevant relationship(s) to learners was sufficient to minimize potential conflict of interest.
- Used a peer review process (process by which materials are reviewed by experts in that topic area to ensure the data support the conclusions before they are accepted for presentation or publication). If necessary, instructional personnel will be required to revise content based on recommendations from the peer review.
- Altered the control over the course content by:
 - Changing the focus of the content so that it does not relate to the relevant relationship
 - Changing the content/topic of the individual’s educational assignment so that it does not relate to the relevant relationship
 - Limiting the individual’s content to a report without practice recommendations (if individual was funded by a commercial company to perform research, the individual’s presentation may be limited to research data and results)
 - Limiting the role of the individual to reporting practice recommendations based on formal structured review of the literature with the inclusion and exclusion criteria stated (evidence-based)

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Other (please describe)

The individual documented the ‘best available evidence’ to support his/her recommendations. (e.g., individual provided adequate references)

Chose not to select the individual as a planner and/or instructional personnel

Other (please describe):

Disclosure to Learners

Step 1. Develop the instructional personnel disclosure statement with information from the disclosure form and discussions with the instructional personnel:

Select the applicable format:

Option 1: [Insert instructional personnel name] has no relevant financial or nonfinancial relationships to disclose. *Andrea Amestry*

Option 2: [Insert instructional personnel name] has the following relevant financial and nonfinancial relationships to disclose: [insert name of organization and type of financial relationship] and [insert name of organization and type of nonfinancial relationship].

Option 3: [Insert instructional personnel name] has the following relevant financial relationship to disclose: [insert name of organization and type of financial relationship] and no relevant nonfinancial relationships to disclose.

Option 4: [Insert instructional personnel name] has no relevant financial relationships to disclose and the following relevant nonfinancial relationship to disclose [insert name of organization and type of nonfinancial relationship].

Step 2. Send the draft instructional personnel disclosure statement to the instructional personnel for review and approval.

Step 3. Finalize and provide instructional personnel disclosure statement to potential registrants prior to the start of the course. Indicate where the statement will be published (check all that apply):

Printed brochure Website Email blasts Other Describe:

Step 4. Ensure that the agreed upon instructional personnel disclosure statement will be announced (verbally and/or in writing) at the start of the course.

Step 5. Contact instructional personnel on or before [insert date] to identify any relevant financial and nonfinancial relationships that have developed after course planning and prior to course delivery. Complete the following after contacting the instructional personnel.

Instructional personnel disclosure statement unchanged

Changes in relevant relationships (describe):

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Insert revised instructional personnel disclosure statement:

Describe the plan for communicating to participants the changes in relevant relationships:

Templates Used for Disclosing Relevant Financial or Nonfinancial Relationships or Lack Thereof:

Choose from the templates below to disclose potential or real conflicts of interests. They are organized into the following sections:

1. Course Content Disclosure Statements for use in Written Promotional Materials
 - a. For relevant financial relationship(s) and relevant nonfinancial relationship(s)
 - b. For relevant financial relationship(s), no relevant nonfinancial relationship(s)
 - c. For no relevant financial relationship(s), relevant nonfinancial relationship(s)
 - d. For no relevant financial relationship(s) or nonfinancial relationship(s)

2. Course Content Disclosure Statements for use in Written Announcements in Handouts or Course Materials
 - a. For relevant financial relationship(s) and relevant nonfinancial relationship(s)
 - b. For relevant financial relationship(s), no relevant nonfinancial relationship(s)
 - c. For no relevant financial relationship(s), relevant nonfinancial relationship(s)
 - d. For no relevant financial relationship(s) or nonfinancial relationship(s)
 - e. When a course is focused on a specific product or service

Either Choose #3 (below) or #4 (below):

3. Course Content Disclosure Statements for use by the Presenter at the Start of the Course Offering and/or for use on a Slide
 - a. For relevant financial relationship(s) and relevant nonfinancial relationship(s)
 - b. For relevant financial relationship(s), no relevant nonfinancial relationship(s)
 - c. For no relevant financial relationship(s), relevant nonfinancial relationship(s)
 - d. For no relevant financial relationship(s) or nonfinancial relationship(s)

4. Course Content Disclosure Statements for use by the Planner at the Start of the Course
 - a. Definition of and examples of disclosing financial support
 - b. Definition of and examples of disclosing in-kind support

Section 1: Course Content Disclosure Statements for use in Written Promotional Materials

- 1a. For relevant financial relationship(s) and relevant nonfinancial relationship(s)

Dr. Speaker, Interesting Topic For The Day, employed by Fine Place Of Employment

Disclosure:

Financial — Author for ABC SLP Publishers and receives royalty payments.

Nonfinancial — Board of directors: Association for Traumatic Brain Injury Specialist.
Receives no compensation as member of board of directors.

1b. For relevant financial relationship(s), no relevant nonfinancial relationship(s)

Dr. Speaker, Interesting Topic For The Day, employed by Fine Place Of Employment

Disclosure:

Financial — Author for ABC SLP Publishers and receives royalty payments.

Nonfinancial — No relevant nonfinancial relationship exist.

1c. For no relevant financial relationship(s), relevant nonfinancial relationship(s)

Dr. Speaker, Interesting Topic For The Day, employed by Fine Place Of Employment

Disclosure:

Financial — No relevant financial relationship exist.

Nonfinancial — Board of directors: Association for Traumatic Brain Injury Specialist.
Receives no compensation as member of board of directors.

1d. For no relevant financial relationship(s) or nonfinancial relationship(s)

Dr. Speaker, Interesting Topic For The Day, employed by Fine Place Of Employment

Disclosure:

Dr. Speaker has no relevant financial or nonfinancial relationships to disclose.

Section 2: Course Content Disclosure Statements for use in Written Announcements in Handouts or Course Materials

2a. For relevant financial relationship(s) and nonfinancial relationship(s)

Dr. Speaker, Interesting Topic For The Day, employed by Fine Place Of Employment

Disclosure:

Financial — Author for ABC SLP Publishers and receives royalty payments.

Nonfinancial — Board of directors: Association for Traumatic Brain Injury Specialist.
Receives no compensation as member of board of directors.

2b. For relevant financial relationship(s), no relevant nonfinancial relationship(s)

Dr. Speaker, Interesting Topic For The Day, employed by Fine Place Of Employment

Disclosure:

Financial — Author for ABC SLP Publishers and receives royalty payments.

Nonfinancial — No relevant nonfinancial relationship exists.

2c. For no relevant financial relationship(s), relevant nonfinancial relationship(s)

Dr. Speaker, Interesting Topic For The Day, employed by Fine Place Of Employment

Disclosure:

Financial — No relevant financial relationship exists.

Nonfinancial — Board of directors: Association for Traumatic Brain Injury Specialist.
Receives no compensation as member of board of directors.

2d. For no relevant financial relationship(s) or nonfinancial relationship(s)

Dr. Speaker, Interesting Topic For The Day, employed by Fine Place Of Employment

Disclosure:

Dr. Speaker has no relevant financial or nonfinancial relationships to disclose.

2e. When a course is focused on a specific product or service

The ASHA Approved CE Provider must disclose that there will be limited or no information provided about similar products or services. Here's an example:

The <organization> has developed and patented a licensed technology trademarked as the <insert name of product or service>. Because there are no other similar products available, this course will only cover information that pertains to the effective and safe use of the above-named product(s).

This presentation will focus exclusively on <insert name of product or service> and will not include information other similar or related <insert product or service>.

Section 3: Course Content Disclosure Statements for use by the Presenter at the Start of the Course Offering and/or for use on a Slide

Spoken Announcement

3a. For relevant financial relationship(s) and nonfinancial relationship(s)

Good morning, my name is Dr. Speaker, and I am here to discuss Interesting Topic For The Day. I am the author of the book "Management of Closed Head Injury" and of the Assessment of Language Skills in Head-Injured Patients test published by ABC SLP Publishers. Many of the concepts I'm presenting today are from my book and test. I do benefit financially from royalty payments from the sale of these products. I'm also a member of the board of directors for the Association for Traumatic Brain Injury Specialist; however, I do not receive any compensation for this role.

. For use on a Slide: For relevant financial relationship(s) and relevant nonfinancial relationship(s)

I have the following relevant relationships in the products or services described, reviewed, evaluated or compared in this presentation.

- Name of organization or products/services
- Description of financial relationship(s) (not amount) such as ownership interest, employee, own all or part of a licensed patent or copyright, scholarship/grant, financial compensation, etc.
- Name of organization or products/services
- Description of nonfinancial relationship(s) (not amount) such as ongoing relationship, in-kind support, family member works there, etc.

3b. For relevant financial relationship(s), no relevant nonfinancial relationship(s)

Good morning, my name is Dr. Speaker, and I am here to discuss Interesting Topic For The Day. I am the author of the book "Management of Closed Head Injury" and of the Assessment of Language Skills in Head-Injured Patients test published by ABC SLP Publishers. Many of the concepts I'm presenting today are from my book and test. I do benefit financially from royalty payments from the sale of these products. I have no relevant nonfinancial relationships to disclose.

.For use on a Slide: For relevant financial relationship(s), no relevant nonfinancial relationship(s)

I have the following relevant financial relationship(s) in the products or services described, reviewed, evaluated or compared in this presentation.

- Name of organization or products/services
- Description of financial relationship(s) (not amount) such as ownership interest, employee, own all or part of a licensed patent or copyright, scholarship/grant, financial compensation, etc.,
- I have no relevant nonfinancial relationship(s) to disclose.

3c. For no relevant financial relationship(s), relevant nonfinancial relationship(s)

Good morning, my name is Dr. Speaker, and I am here to discuss Interesting Topic For The Day. I am the author of the book "Management of Closed Head Injury" and of the Assessment of Language Skills in Head-Injured Patients test published by ABC SLP Publishers. Many of the concepts I'm presenting today are from my book and test. My university holds the copyright to the book and the test and I receive no financial benefit from the sale of the book or test and I don't have any other relevant financial relationships to disclose. However, I do have a nonfinancial relationship to disclose. I'm a member of the board of directors for the Association for Traumatic Brain Injury Specialist. I do not receive any compensation for this role.

For use on a Slide: For no relevant financial relationship(s), relevant nonfinancial relationship(s)

I have the following relevant nonfinancial relationship(s) in the products or services described, reviewed, evaluated or compared in this presentation.

- Name of organization or products/services
- Description of nonfinancial relationship(s) (not amount) such as ownership interest, employee, own all or part of a licensed patent or copyright, scholarship/grant, financial compensation, etc.,
- I have no relevant financial relationship(s) to disclose.

3d. For no relevant financial relationship(s) or nonfinancial relationship(s)

My name is James Booker and I'm speaking on Social Media and Continuing Education. I work for Hearing Health Education. I have no relevant financial or nonfinancial relationships to disclose.

. For use on a Slide: For no relevant financial relationship(s) or nonfinancial relationship(s)

I have no relevant financial or nonfinancial relationships in the products or services described, reviewed, evaluated or compared in this presentation.

Section 4: Course Content Disclosure Statements for use by the Planner at the Start of the Course

Prior to the beginning the CE course offering, The ASHA Approved CE Provider must disclose to learners the names of organizations providing financial or in-kind support (if applicable). Definitions and examples follow:

4a. Definition of and examples of disclosing financial support

Financial support is money given by another organization used to pay all or part of the costs of a CE course.

For a Live, Group Course

This webinar, "Clinical Examination of Voice Disorders," was funded in its entirety by the Computer Voice Analysis Company of St. Louis, manufacturers of computer-based voice analysis equipment.

For an Asynchronous Course

This article was written by Dr. Boyd-Hester. The research was funded by a grant from the Hilyer Pharmaceutical Company.

4b. Definition of and examples of disclosing in-kind support

In-kind support is contributions of things such as products, materials and equipment, volunteers, professional or other services, publicity, etc., but not money.

We want to thank Greensburg General Hospital for the use of its online registration services and its auditorium for today's course.

The Hearing Health Education Company provided sign language interpreters for today's course.

Speech Made Easy, Inc. provided the refreshments for today's event.