



Office of Continuing Medical Education

## **Faculty Responsibilities**

Each faculty participating in a continuing medical education activity is required to –

- Prepare all presentations and materials on the contents and titles as agreed by the program director and the faculty member.
- Ensure content of presentation is balanced and objective.
- Provide syllabus materials as directed in the program guidelines. Materials include an abstract or outline of the presentation, a copy of the presentation (in the appropriate electronic file such as PowerPoint, TIF, MPEG, etc.), and references to be included in the syllabus.
- Meet all deadlines for submission of requested materials.
- As a speaker, be on time and stay within the time constraints assigned to each presentation.
- Provide a signed disclosure statement to ensure the Texas Heart Institute meets its commitment to the ACCME Standards for Commercial Support. It is the Institute's policy that everyone who is in a position to control the content of an educational activity disclose all relevant financial relationships of any dollar amount occurring within the past 12 months with any commercial interest to the Institute. The individual who refuses to disclose relevant financial relationships to the Institute will be disqualified from being a faculty member or an author of CME content. (See Faculty Disclosure Form to read the policy and submit your disclosure.)
- Disclose any discussion of unlabeled use or investigational use of pharmaceutical and medical device products. When discussing therapeutic options, the presenter should use generic names. If it is necessary to use a trade name, then those of several companies should be used.
- Display a slide at the beginning of the presentation indicating disclosure information as applicable, or that you have nothing to disclose.
- Disclosure information must be announced verbally if the presentation does not utilize audio visuals.
- Abstract submitters must complete the disclosure information on behalf of all the authors listed.
- Poster presenters must display disclosure information on the poster board.



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- Session co-chairs and moderators will be required to assist with and monitor compliance.

**HIPAA Reminder**

Texas Heart Institute reminds all presenters that they are expected to eliminate patient identifiers from presentations so as to preserve confidentiality and privacy. This will also enable compliance with United States HIPAA laws.