

Appendix F

NAPNAP Conference Faculty Policy & Conditions

The National Association of Pediatric Nurse Practitioners (NAPNAP) has standards and guidelines to ensure that all CE activity content is independent, free of commercial bias and that any information regarding commercial products/services are based on scientific methods generally accepted by the medical community. When discussing therapeutic options, it is NAPNAP's preference that only generic names are used. If it is necessary to use a trade name, then those of several companies must be used. Presentations including discussion of any unlabeled or investigational use of a commercial product, must be disclosed to participants. Should you determine that you or participating faculty cannot comply with these requirements, please contact the program coordinator as soon as possible. The disclosure of a significant relationship does not suggest or condone bias in any presentation. Disclosure is to provide participants with information that might be of potential importance to their evaluation of a presentation.

Disclosure of Author Relationships

It is NAPNAP's policy to assure that its educational mission and CE activities in particular, are not influenced by special interests of individuals associated with these programs. Having an interest in, or an affiliation with, any corporate organization does not necessarily influence an author's course, but the relationship will be made known in the course article, in advance, to course participants in accordance with the Standards of the Accreditation Council for Continuing Medical Education. Individuals participating in CE activities have the right to be informed of faculty's current and past (within two years) relationships with commercial companies that could potentially affect the information presented. All faculty are required to complete a speaker declaration form and disclose to participants the presence of significant relationships with commercial companies related directly or indirectly to their CE activity content that might be reasonably perceived as a potential conflict of interest. Significant relationships include receipt of research grants, consultancies, honoraria and travel, or other benefits from a company or having a self-managed equity interest in a company within the last two years. This also includes financial interests, arrangements, or affiliations with companies or other organizations whose products or services are discussed in the activity. Any such disclosures by the authors of CE courses are indicated as notes on the title page of the course article.

Disclosure of Food and Drug Administration (FDA) Status

CE activities may include discussion of investigational or "off-label" use of drugs or medical devices. Although NAPNAP encourages course faculty to disclose such "off-label" uses, it is the responsibility of each provider to be aware of the approval status of drugs and devices before using them in clinical practice. Any such discussion of investigational drugs or medical devices must be clearly indicated in the course content and disclosure material.

Disclosure of Editor and Nurse Planner Relationships

All individuals involved in the development of a CE activity, including editors, nurse planners, review committee members, reviewers, and others are required to provide the same disclosure information as the course faculty.

For CE activities with a syllabus or other formal written materials given to the audience, disclosure information must be presented in one section of the materials. When written materials are not distributed, the companies with which there are significant relationships must be announced to participants. The moderator will make this announcement as part of the introduction or will ask you to include this information as part of your opening remarks. Documentation of verbal disclosure must be provided to NAPNAP's National Office.

Each faculty at a NAPNAP CE activity must warrant and represent that:

- he or she is the sole author of the presentation materials;



- the presentation materials are original (except for any pre-existing versions of the presentation materials and for any material from previously copyrighted works obtained by permission or assignment);
- the presentation materials have not been previously published in their current form,
- the presentation materials are not in the public domain and do not infringe upon any statutory copyright or upon any common law right, proprietary right, or any other right;
- he or she is the sole and exclusive owner of the rights herein conveyed to NAPNAP;
- he or she is entitled to all the rights herein granted;
- he or she has full right and power to enter into this Faculty Agreement;
- he or she has not in any manner previously granted, pledged, assigned, otherwise encumbered or disposed of any of the rights herein granted to NAPNAP or any rights adverse to or inconsistent therewith;
- entering into this Agreement is not a violation of any other agreement, understanding or obligation of the speaker;
- there are no rights outstanding that would diminish, encumber or impair the full enjoyment or exercise of the rights herein granted to NAPNAP;
- the presentation materials contain no matter that is scandalous, obscene, libelous, in violation of any right of privacy, or otherwise contrary to law.

Each faculty shall indemnify and hold NAPNAP, any seller of the presentation materials and NAPNAP's licensees harmless from any liabilities, losses, damages, costs or expenses, including reasonable attorneys' fees, in connection with any claim, action or proceeding arising out of a breach or alleged breach of the speaker's warranties, representations and agreements herein contained, subject to the provisions below. NAPNAP shall have the right to extend the faculty's warranties to third parties (such as purchasers or licensees of subsidiary rights granted to NAPNAP herein and/or any seller of the presentation materials). The faculty shall be liable to the same extent as if such warranties were originally made to such third parties.

Each faculty warrants that their presentation shall be of professional quality, conforming to generally accepted industry standards and practices for educational course presentations and that he or she has the requisite expertise and ability to deliver all services required hereunder.



NAPNAP Faculty Declaration Form

Presentation Title: _____

Presenter Name(s): _____

In the last two years, neither I nor any member of my immediate family has had a financial interest/arrangement or affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of this presentation.

Signature: _____

Date: _____

(OR)

In the last two years, I or an immediate family member have had a financial interest/arrangement or affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of this presentation.

Affiliation/Financial Interest

Name of Organization(s)

Honorarium: _____

Grant/Research Support: _____

Consultant: _____

Speakers' Bureau: _____

Major Stock Shareholder: _____

Employee: _____

Other Financial or Material Support: _____

Signature: _____ Date: _____

Discussion of 'Off-Label' Use

I will be discussing/demonstrating any "off-label" use of drugs or medical devices.

(OR)

I will not be discussing/demonstrating any "off-label" use of drugs or medical devices.

If yes, please list what "off-label" use of drugs or medical devices will be discussed/demonstrated:

Signature: _____ Date: _____

Faculty Qualification Record

Title of Presentation _____

Name of Presenter _____

Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ FAX (_____) _____

EMAIL _____

Credentials (list all degrees and certifications earned) _____

Field of Specialization _____

Current Position and Title _____

Place of Employment _____

Qualification for presenting session content, including publications or previous seminars conducted, if pertinent.

Your cooperation in complying with these guidelines is appreciated. Please return this form by _____ (due date) to _____ (name and contact info).