

- 1) Once Vanessa sends you the course page link, you add your faculty there for that session and assign the Disclosure Attestation form.

VIEW EDIT **FACULTY** COURSE OUTLINE ENROLLMENTS COURSE REPORTS

Add faculty Faculty list All forms

To assign a form to a faculty member, search for faculty by name in the "User" field below. If the faculty does not yet have an account, you can invite them to create an account and assign the form by entering an email address in the "Email" field below

USER

Enter the user's name and select it when it appears in a drop-down list.

EMAIL

Enter an email for users who do not yet exist.

FACULTY ROLE

- Committee member
- Course Director
- Medical director
- Moderator
- Peer reviewer
- Planner
- Speaker

FORM TYPE *

- Disclosure Attestation

PUBLISHED

SEND FORM

- 2) I recommend saving that email as a task in Outlook so it's easily accessible to go back to in order to track the progress of your faculty completing their disclosure form.
- 3) On the course page, you'll track progress by looking to see if there is a date in the "Disclosure date" column on the Faculty list tab. No date means they haven't completed their forms.

VIEW EDIT **FACULTY** COURSE OUTLINE ENROLLMENTS COURSE REPORTS

Add faculty **Faculty list** All forms

NAME ROLE **APPLY**

OPERATIONS

ENROLL FACULTY **MODIFY PUBLISHED STATE** **SEND E-MAIL** **UNENROLL FACULTY** 0 rows selected

| First name | Last name | Role | Email | Disclosure date | Published | Enrolled | Relation | Delete | Forms |
|------------|-----------|--------------------------|-----------------------------------|-----------------|-----------|----------|----------|--------|-------|
| Pietro | Bajona | Speaker | Pietro.Bajona@UTSouthwestern.edu | 10/01/2018 | No | No | Edit | Delete | List |
| Robert | Jaquiss | Speaker | robert.jaquiss@utsouthwestern.edu | 10/01/2018 | No | No | Edit | Delete | List |
| Scott | Reznik | Course Director, Speaker | Scott.Reznik@UTSouthwestern.edu | 10/02/2018 | No | No | Edit | Delete | List |

- 4) To view if they have a conflict of interest or not, you will need to click on their name in the table and view their disclosure forms in their profile.

Example with disclosure:

PROFILE DISCLOSURE

DISCLOSURE

DISCLOSURE

Yes, I have had a relevant financial relationship within the past 12 months.

FINANCIAL RELATIONSHIPS:

ATTRIBUTION:
Self

COMMERCIAL INTEREST:
NeoChord Inc.

TYPE OF FINANCIAL RELATIONSHIP:
Stock Options

ATTRIBUTION:
Self

COMMERCIAL INTEREST:
Renerva LLC.

TYPE OF FINANCIAL RELATIONSHIP:
Stock Options

Example without disclosure:

PROFILE BIO DISCLOSURE

DISCLOSURE

DISCLOSURE

No, I have not had a relevant financial relationship within the past 12 months.

FINANCIAL RELATIONSHIPS:

- 5) When you see that someone has a conflict of interest, please let the CME office know so that resolution may be done. We are requesting that notification 1 week in-advance of the session.
- 6) An automatically-generated email is sent out when someone is added as a CME course faculty member from cmeregistrations@utsouthwestern.edu. In follow-up emails, you can include this link to take them to their pending forms: <https://cme.utsouthwestern.edu/my/faculty-relationships>