MEMBER INSTRUCTIONS – CONFLICT OF INTEREST COMPLETION/UPDATE POLICY

Purpose: The Academy’s Administrative Regulation on “Disclosure of Potential Conflicts of Interest” requires all council, committee, task force and ad hoc task force and work group members to complete and maintain their online Conflict of Interest (COI) Disclosure form annually. This is required even when a member has no changes or conflicts to report.

Any member without a current COI disclosure form on file is not eligible to participate in the business of the committee.

All electronic disclosure statements are retained at the Academy headquarters office. They will be available electronically for review by members of the Board of Directors and staff, and upon request, by Academy members. They will be available to the council, committee, task force, ad hoc task force and work group members to review prior to all conference calls and meetings.

Members are also required to verbally disclose and update their conflict of interest form for any relevant conflicts that may occur during a conference call or meeting that do not already appear on the disclosure form. The status of the disclosures is required to be included in the summation reports.

Questions regarding COI forms, should be directed to the staff liaison or Chris Siwik, Executive Office at csiwik@aad.org or (847) 240-1061.

Creating a Conflict of Interest Form (First time – member does not have a current form on file with AAD)

Click on the link AAD Website - COI to be directed to the Academy website and the Conflict of Interest Disclosure webpage. Please login using member id and password.

The ribbon below is located at the top of the Conflict of Interest Disclosure page. Each tab of the ribbon is explained in more detail below.

### Administrative Regulation Tab

**Disclosure of Potential Conflicts of Interest.**

Member must read this information then scroll to the bottom and click Continue. This will direct the member to the tab:

### Attestation

The Academy is involved in many important and sensitive initiatives, it is crucial that members working within the Academy’s governance structure hold their discussions on these projects in the strictest of confidence and proprietary information is not to be divulged.
To ensure this process, the Board of Directors approved a Board/Committee Non-Disclosure Agreement, which has been included as part of the COI form that all members serving within the Academy’s governance structure must read and agree to by checking the boxes located on the top of the page for the Code of Conduct and Non-Disclosure Agreement. Both are hyperlinked on that page for member’s easy reference.

Member must read and agree with Exhibit A and Exhibit B and indicate their agreement to comply with the Academy’s Administrative Regulations by checking the appropriate box. Once member has agreed by checking the box scroll to the bottom of the page and click [Save and Continue]. This will direct the member to the tab:

**Corporate Relationships**
Member must read and agree to disclose all financial relationships with commercial interests as outlined in the Accreditation Council for Continuing Medical Education (AACME) requirements by checking the box at the top of the page.

**Disclosure Steps**
Member must read this section and check the appropriate boxes. Then scroll to the bottom and click [Save and Continue]. Member will be directed to the tab:

**Other Relationships**
Member is asked to read and answer the questions listed; check the box which indicates acknowledgement of continuing obligation to report to the Secretary-Treasurer of the Academy, promptly online, any change in the nature or setting of professional activities or any possible conflict of interest, i.e., conflict between the interests of the Academy or personal interests or those of a related party, which comes to member’s attention in the future. A member also agrees to verbally acknowledge any changes to this written disclosure at the time of participation in an Academy meeting or event. Click [Save and Continue] and member will be directed to the tab:

**My Disclosure**
Here the member is able to view; print and/or export their Conflict of Interest Form.

**Other Members Tab**
A member is able to view the Conflict of Interest Forms of other members who serve with them on the same council, committee or task force, click on this tab.

**Updating a Conflict of Interest Form**

Click on the link [AAD Website] to be directed to the Academy website and the Conflict of Interest Disclosure webpage. Please login using member id and password.
Once successfully logged into the Conflict of Interest Disclosure webpage you will notice a row of tabs with a color code system. A “RED” tab indicates information within that tab needs to be reviewed and updated. The “GREEN” tab indicates information within that tab has been completed.