WNA CEAP - Examples of Communicating Disclosures to Learners

Note A: Providers of for-credit education must convey specific information to learners before content is delivered. This includes:
- Presence or absence of relevant financial relationships for everyone in a position to control activity content (planners, presenters, enduring material content developers, content reviewers not on the planning committee, other faculty)
- Approval statement of educational provider awarding contact hours (including name of provider)
- Criteria for awarding contact hours (successful completion requirements)
- If applicable, a joint-provider statement
- If applicable, commercial support information (names of commercial supporters – NO LOGOS; nature of support if in-kind)
- For Enduring Materials (ONLY), the completion date after which contact hours will no longer be offered for the activity (“Expiration Date”)

Note B: If any of the following conditions apply to your educational activity, you do not need to identify, mitigate, or disclose relevant financial relationships for the activity:
- It will only address a non-clinical topic (e.g., leadership, precepting or communication skills training).
- It is for a learner group that is in control of the content entirely (e.g., spontaneous case discussion conversation among peers.*
- It is a self-directed educational activity where the learner will control their educational goals and report on changes that resulted.*
* Contact WNA for further guidance if you think this describes your future educational activity.

You still need to disclose the other items listed in Note A above!

Presence or absence of relevant financial relationships for everyone in a position to control activity content (planners, presenters, enduring material content developers, content reviewers not on the planning committee, other reviewers of content, other faculty) – What to disclose before the activity content is delivered:

<table>
<thead>
<tr>
<th>If there are NO relevant financial relationships:</th>
<th>If there ARE relevant financial relationships:</th>
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<tbody>
<tr>
<td><em>Inform learners that no one in control of content (either individually or as a group) has any relevant financial relationships with ineligible companies.</em> Remember that you do not need to make disclosures of relevant financial relationships for the three exceptions noted above.</td>
<td><em>Disclose name(s) of the individuals, name of the ineligible company(ies) with which they have a relevant financial relationship(s), the nature of the relationship(s), and a statement that all relevant financial relationships have been mitigated.</em></td>
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Examples:

<table>
<thead>
<tr>
<th>If there are NO relevant financial relationships:</th>
<th>If there ARE relevant financial relationships:</th>
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| No planners or faculty have any financial relationships (with companies whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients) that are relevant to the content of this educational activity. | No planners, presenters or other faculty have relevant financial relationships with ineligible companies except as follows:  
- Yvonne Gehu is on the speakers’ bureau for XYZ Medical Device Company.  
- Marla Genoa is a consultant for Gemini Marketing Firm.  
These relevant financial relationships have been mitigated. |

| Activity planner Nicholas Garcia, RN, PhD is a consultant for EFG Pharmacy Benefit Management.  
This relevant financial relationship has been mitigigated.  
There are no other relevant financial relationships for anyone in a position to control content. | The content developers and presenters of this online activity have no relevant financial relationships with ineligible companies except for Trudy Miller – stockholder in ABC Pharmaceuticals.  
This relevant financial relationship has been mitigated. |

Note C:
- Disclosure to learners must not include ineligible companies’ corporate or product logos, trade names, or product group messages.
- Remember all other disclosures listed in Note A above must be made as indicated.
- It is helpful to include definitions of terms for learners to support the understanding of your processes to protect the learning environment from industry business influence.