# **WNA CEAP - OPTIONAL TOOL**

# Sample Letter to Send to Planners, Presenters, other Faculty

# to Explain Why Financial Relationship Information is Collected

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| Note: At the beginning of your planning process, you mayuse the sample language below to communicate with prospective planners, presenters, faculty, and others who may be in control of content for the educational activity. It is important to identify financial relationships before activity planning begins so that relevant financial relationships can be mitigated in a manner that is appropriate to each person’s role. |

Dear Prospective Planning Committee/Faculty Member:

We look forward to your role as <*insert proposed role for person*> for <*insert activity working title and date/location information* >.

Because we are offering educational credit to participants, we must comply with specific standards in our educational planning to avoid bias or influence of ineligible companies. “Ineligible companies” are those whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients.

In compliance with the Standards for Integrity and Independence in Accredited Continuing Education ([www.accme.org/standards](http://www.accme.org/standards)), we are required to have you disclose:

* + All financial relationships with any ineligible companies over the past 24 months.
	+ Financial relationships of any amount - there is no minimum financial threshold.
	+ All financial relationships with ineligible companies regardless of specific relevance to the education.

The information requested is necessary for us to move forward in planning this educational activity. We will review your completed form and notify you if we have questions. The identification of financial relationships does not necessarily prevent you from carrying out your educational role. Many financial relationships can be mitigated in a variety of ways.

Healthcare professionals serve as trusted authorities when advising patients and must protect the learning environment from industry influence to ensure we remain true to ethical commitments. Many healthcare professionals have financial relationships with ineligible companies. By identifying and mitigating relevant financial relationships, we work together to create a protected learning space to teach and engage in scientific discourse, free from influence of organizations that may have an incentive to introduce commercial bias into education.

If you have questions, please contact us at <i*nsert contact information*>.

Sincerely,