



NATIONAL HEAD START ASSOCIATION

## Continuing Education Training Conflicts of Interest Policy

It is the policy of the National Head Start Association (NHSA) to ensure balance, independence, and objectivity in all educational programs which are approved for CEU credit. We will use our best efforts to resolve any existing or perceived conflict of interest that could affect the integrity of a CEU activity.

### Identifying a conflict of interest

A conflict of interest, as it relates to CEU activity, is considered to exist if an individual or organization has *both*

- A financial arrangement with a commercial interest *and*
- The opportunity to affect the content of CEU about the products or services of that commercial interest.

### Disclosures

Presenters, speakers or authors are not permitted to sell or market products developed by the individual or from their companies, as part of their presentation. The disclosure form below must be completed by all authors, presenters, and speakers. Individuals who refuse to provide disclosures will be disqualified from participation in the CEU activity.

### CONFLICT OF INTEREST DISCLOSURE FORM

- ( ) I do not have any significant financial interest/arrangement or affiliation with any organization/institution whose products or services are being discussed in this session or publication.
- ( ) I have a significant financial interest/arrangement or affiliation with an organization/institution whose products or services are being discussed in this session or publication. I understand that I must disclose this information to the public who attend my presentation or read my publication. Below are the financial interest/arrangement or affiliation as well as the nature of the relationship, e.g. research grants, employment, consulting fees, ownership or partnership, stock, and other remuneration, such as honoraria and travel expenses.

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## **Resolution of Conflicts of Interest**

NHSA shall utilize best efforts to resolve all disclosed conflicts of interest prior to the delivery of the CEU activity. Conflicts of interest shall be resolved on a case by case basis using one or more of the following non-exhaustive methods, as may be appropriate:

1. *Alter financial relationships.* An individual or organization may divest themselves of the relationship that is producing the conflict of interest.
2. *Alter control over content.* An individual's or organization's control of CEU content can be altered to remove the opportunity to affect content related to the products and services of a commercial interest. For example:
  - a) Assign the content that is the subject of potential bias to another individual or organization who does not have a potential conflict regarding that subject matter.
  - b) Change the focus of the CEU activity so that the content is not significantly related to the product(s) or service(s) of the commercial interest that is the basis of the conflict of interest.
  - c) Alter the individual's or organization's assignment so that the products or services of the commercial interest are no longer relevant. For example, an individual with a conflict of interest regarding products for treatment of a condition could address the pathophysiology or diagnosis of the condition, rather than therapeutics.
3. *Independently Validate the Content.* Conflict of interest may be resolved if the CEU material is peer reviewed and:
  - a) All recommendations are based on evidence that is accepted within the profession as adequate justification for their.
  - b) All scientific research referred to, reported or used in CEU in support or justification conforms to the generally accepted standards of experimental design, data collection and analysis.