

COPE offers this document as a template for COPE CE Administrators/Providers to use as confirmation after disclosure information is received. With modification it can be used for lecturers, authors and members of planning committees. NOTE: COPE CE Administrators/Providers are not required or expected to use this document; it only serves as an example.

Dear [INSERT NAME]:

We are pleased you are able to participate in our COPE Accredited CE activity scheduled for [DATE] at the [LOCATION] in [CITY].

As stated in previous communication, [COPE CE ADMINISTRATOR/PROVIDER NAME] is an Approved COPE CE Administrator/Provider. Since this status is important to us, we plan activities that meet COPE's expectations for our practice of continuing education. We look forward to working with you to assure that this activity is of the highest standard.

The activity we have asked you to participate in is based on [INSERT IDENTIFIED NEED]. We have planned the activity so that [INSERT EXPECTED RESULT]. The purpose or objective or your contribution is [INSERT PURPOSE OR OBJECTIVE]. We appreciate that you have already provided us with disclosure information of your financial relationships that are relevant to this content.

As discussed with you previously, [COPE CE ADMINISTRATOR/PROVIDER NAME] has agreed to pay you honoraria of [INSERT AMOUNT] and reimburse certain expenses you may incur as provided in our policies. The [COPE CE ADMINISTRATOR/PROVIDER NAME] policies and procedures on reimbursement are included with this letter. It is also our policy that faculty or anyone in a position to control content not accepts any additional payments or reimbursements from any commercial interest for presenting COPE Accredited CE activities for [COPE CE ADMINISTRATOR/PROVIDER NAME]. Should you receive any assistance in developing the content or materials of the course, you must disclose this information along with the identity of who provided this assistance to us and to the learners. In addition, we draw your attention to the following:

Information for Learners

The information above on needs, expected results and purpose or objectives will be provided to learners by [COPE CE ADMINISTRATOR/PROVIDER NAME].

Content Validation

[COPE CE ADMINISTRATOR/PROVIDER NAME] expects that all of its COPE Accredited CE will adhere to the COPE content validation value statements.

Specifically, all the recommendations involving clinical medicine in a COPE Accredited CE activity must be based on evidence that is accepted within the profession of optometry as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in COPE Accredited CE in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. Please contact [COPE CE

ADMINISTRATOR/PROVIDER NAME] if you do not feel your presentation can meet these standards.

Safeguards against Commercial Bias

[INSERT COPE CE ADMINISTRATOR/PROVIDER NAME] expects that the content or format of COPE Accredited CE activities and related materials will promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

We employ several strategies to ensure the absence of commercial bias and you are integral to their successful implementation.

1. On the basis of the information you have provided, we have determined that you have [NO/THE FOLLOWING] relevant financial relationships with commercial interests that create a conflict of interest with respect to your role in this activity. [IF APPLICABLE INSERT FINANCIAL RELATIONSHIP INFORMATION]

2. We also remind you that COPE Accredited CE must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If your educational materials or content includes trade names, trade names from several companies should be used where available, not just trade names from a single company.

Measurements of Effectiveness

[COPE CE ADMINISTRATOR/PROVIDER NAME] will be seeking feedback from the learners on the effectiveness of this activity through [INSERT MECHANISM]. We will be seeking information on [INSERT AREAS TO BE EVALUATED].

Educational Materials

Educational materials that are a part of this activity, such as slides, abstracts, and handouts cannot contain any advertising, trade names, or product-group messages.

Again, thank you for agreeing to work with us in this COPE Accredited CE activity. We look forward to this activity making an important contribution to the continuing professional development of our learners and to your professional practice.

Sincerely,