

Mitigation of a Conflict of Interest: The Department's Role (Coordinator & Faculty)

Step 1: As you build your child activity and add faculty, review the disclosures, and if there is a conflict indicated on the disclosure, obtain and upload a copy of the presenter's presentation (not needed if tumor board or M & M).

Example view as part of RSS Dashboard:

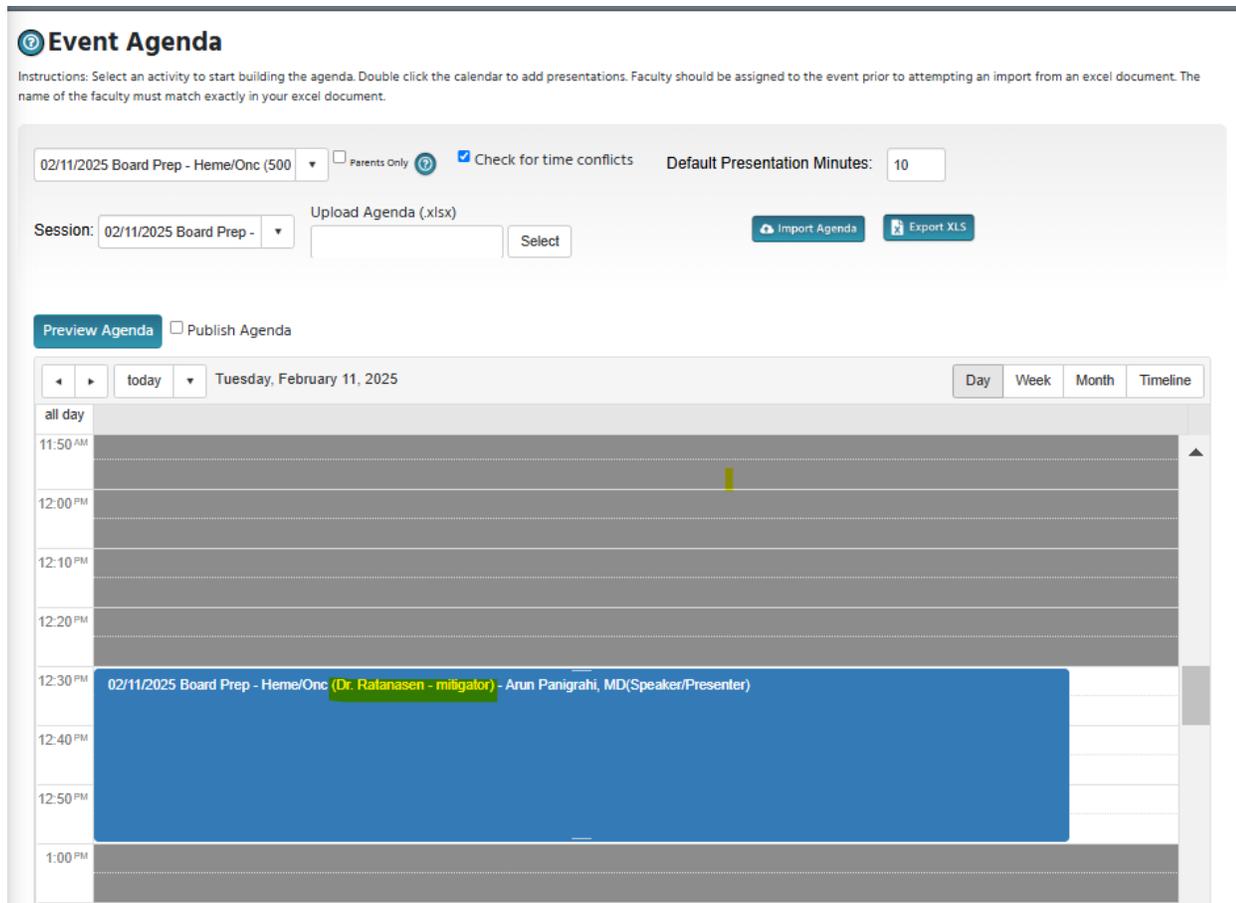


The screenshot displays the 'Manage Faculty (2)' section of the RSS Dashboard. It lists two faculty members: Nataliya Bahatyrevich, MD and Luis A Godoy, MD. For Nataliya Bahatyrevich, MD, the disclosure submitted on 11/19/2024 is 'Nothing to disclose'. For Luis A Godoy, MD, the disclosure submitted on 11/26/2024 is 'Consulting Fee-Intuitive Surgical - 11/26/2024'. To the right, there are two 'Upload Presentation' buttons. The button for Luis A Godoy, MD is highlighted in yellow and has a warning icon, indicating a conflict. The button for Nataliya Bahatyrevich, MD has a green checkmark icon, indicating no conflict.

Step 2: Identify the faculty member who will perform the mitigator task. Using the disclosure report function, review the identified mitigator's disclosure to ensure they do not have a conflict. Note: a mitigator cannot have a conflict listed on their disclosure.

Step 3: On the agenda add the mitigator's name after the presentation title and in parenthesis. This will convey to OCME whom to assign the task. See example on next page.

Example of Mitigator being identified on the agenda page:



Event Agenda

Instructions: Select an activity to start building the agenda. Double click the calendar to add presentations. Faculty should be assigned to the event prior to attempting an import from an excel document. The name of the faculty must match exactly in your excel document.

02/11/2025 Board Prep - Heme/Onc (500) Parents Only Check for time conflicts Default Presentation Minutes: 10

Session: 02/11/2025 Board Prep - Upload Agenda (.xlsx)

Publish Agenda

today Tuesday, February 11, 2025 Day Week Month Timeline

all day

11:50 AM

12:00 PM

12:10 PM

12:20 PM

12:30 PM 02/11/2025 Board Prep - Heme/Onc (Dr. Ratanasen - mitigator) - Arun Panigrahi, MD(Speaker/Presenter)

12:40 PM

12:50 PM

1:00 PM

Step 4: With the above complete, the CME team assigns the mitigation process to the identified faculty mitigator via the CloudCME platform and emails you (via Outlook) that the task is ready for your faculty member.

Step 5: The faculty mitigator takes these steps: If needed, step by step guide (located on the CloudCME Help page): https://ucdavis.cloud-cme.com/assets/ucdavis/pdf/Instructions_For_Faculty_Tasks.pdf

- Sign in to CloudCME Home Page: <https://ucdavis.cloud-cme.com/default.aspxreview>
- Select from the menu **Faculty tab (image below)** followed by **Activity Tasks** then **Peer Reviewer Tasks**
- Click on the activity, review the presentation, and complete the mitigation form in CloudCME (this needs to be completed several days prior to the course date)

Step 6: Once the mitigation form is complete, CME reviews the child activity for credit and/or further updates that may be needed.