

5.42 DISCLOSURES TO CONTINUING EDUCATION ACTIVITY PARTICIPANTS Education Committee

Policy #: 5.42
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Approved: 2-12, 2-13, 8-16

POLICY:

The IAFN will provide to participants in all IAFN-sponsored and jointly provided activities: the requirements for successful completion of the activity; presenter-disclosed conflict of interest; non-endorsement of exhibited products; and the expiration date for the award of contact hours for ongoing educational activities (e.g., web-based courses).

PROCEDURE:

- 1. Requirements for Successful Completion of an Educational Activity.** Learning objectives/outcomes for each learning activity will be listed in marketing materials for that activity. Prior to the start of the activity, either verbally or in print, based on the activity format, IAFN will provide directions to participants regarding completion of the evaluation for the activity and any other criteria (e.g., post-test).
- 2. Disclosed Conflict of Interest.** Prior to the start of the learning activity, IAFN will notify participants of any conflict of interest disclosed by a presenter. For live events with multiple presenters, IAFN will provide the information in a conference booklet or handout at registration. For webinars, IAFN will provide the information verbally, on or before the initial presentation slide. For online courses, IAFN will provide this information in written format with the directions for completion of the course.
- 3. Non-Endorsement of Products.** If products are displayed in conjunction with a live continuing education event, IAFN will include in advertising materials and event handouts a disclaimer that IAFN does not endorse the products displayed.
- 4. Expiration for Awarding of Contact Hours (online continuing education activity).** In marketing materials, IAFN will include the time frame (start and end dates) in which participants will have access to the content and be able to receive contact hours, including the instructions for completing the course.