



Updated: 9/17/2019

MEMBER INSTRUCTIONS – DISCLOSURE OF OUTSIDE INTERESTS AND MANAGEMENT OF CONFLICTS OF INTEREST

Purpose: The Academy’s Administrative Regulation on “Disclosure of Outside Interests and Management of Conflicts of Interest” requires all council, committee, task force, ad hoc task force and work group members to complete and maintain their online form annually. ***This is required even when a member has no changes to report.***

Any member without a current Disclosure of Outside Interests form on file is not eligible to participate in the business of the committee.

All electronic disclosure statements are retained at the Academy headquarters office. They will be available online, in a view only platform, for review by members of the Board of Directors and staff, and upon request, by Academy members. They will be available to the council, committee, task force, ad hoc task force and work group members to review prior to all conference calls and meetings.

Members are also required to verbally disclose and update their Disclosure of Outside Interests form for any relevant conflicts that may occur during a conference call or meeting that do not already appear on the disclosure form. The status of the disclosures is required to be included in the summation reports.

Questions regarding Disclosure of Outside Interests and Management of Conflicts of Interest, should be directed to the staff liaison or Chris Siwik, Governance Manager at csiwik@aad.org or (847) 240-1061.

Updating a “Disclosure of Outside Interests” form

Click on the link [AAD Website - Disclosure of Outside Interests and Management of Conflicts of Interest](#) to be directed to the Academy website and the form. Please login using member id and password.

Once successfully logged into the Disclosure of Outside Interests and Management of Conflicts of Interest webpage you will notice a row of tabs with a color code system. A **“RED”** tab indicates information within that tab needs to be reviewed and updated. The **“GREEN”** tab indicates information within that tab is complete.

MEMBER RESOURCES AND PROGRAMS PRACTICE MANAGEMENT CENTER EDUCATION MEETINGS AND EVENTS ADVOCACY PUBLIC AND PATIENT

Disclosure of Outside Interests

Administrative Regulation Attestation **Corporate Relationships** Income and Position Nonfinancial Interests Guide My Disclosure Other Members Pending Help

Creating a “Disclosure of Outside Interests” form (First time – member does not have a current form on file with AAD)

Click on the link [AAD Website - Disclosure of Outside Interests and Management of Conflicts of Interest](#) to be directed to the Academy website and complete the form. Please login using member id and password.


The ribbon below is located at the top of the “Disclosure of Outside Interests” page. Each tab of the ribbon is explained in more detail below.



Disclosure of Outside Interests



Administrative Regulation Tab

Member must read this information then scroll to the bottom and click  Member will be directed to the next tab.

Attestation Tab

The Academy is involved in many important and sensitive initiatives, it is crucial that members working within the Academy’s governance structure hold their discussions on these projects in the strictest of confidence and proprietary information is not to be divulged.

To safeguard the Academy’s intellectual property, the Board of Directors approved the AAD/A Committee Member Copyright Assignment, Confidentiality, and DOI Agreement policy, which has been incorporated into the online DOI form. All members serving within the Academy’s governance structure must read and agree to the following policies by checking the boxes at the bottom of the 3 hyperlinks provided:

The following requires completion for those serving within the AAD/A governance structure.

[+ Click here to read and agree to abide by the AAD/A Committee Member Copyright Assignment, Confidentiality, and COI Agreement](#)


[+ Click here to read and agree to abide by the American Academy of Dermatology Association Board - CCTF Code of Conduct](#)

[+ Click here to read and agree to abide by the American Academy of Dermatology Association - Board or Committee Member Nondisclosure Agreement](#)

- I have read and agree to abide by the AAD/A Committee Member Copyright Assignment, Confidentiality, and DOI Agreement policy
- I have read and agree to abide by AAD/A Board-CCTF Code of Conduct policy
- I have read and agree to abide by AAD/A Board or Committee member nondisclosure agreement

Member Instructions – Disclosure of Outside Interests and Management of Conflicts of Interest

Page 3 of 3

Member must read Exhibit A and indicate their agreement in Exhibit B to comply with the Academy's Administrative Regulations. Once member has agreed by checking the box, scroll to the bottom of the page and click  and member will be directed to the next tab.

Corporate Relationships Tab

Member must read and agree to disclose all financial relationships with commercial interests as outlined in the Accreditation Council for Continuing Medical Education (AACME) requirements by checking the box at the top of the page.


Disclosure Steps

Member must read this section and check the appropriate boxes and add appropriate relationships if necessary. Then scroll to the bottom and click  and member will be directed to the next tab.

Income and Position Tab

Member is asked to read and answer the questions listed (examples are provided for reference) and click  and member will be directed to the next tab.

Nonfinancial Interests Tab

Member must answer the Yes/No questions and then check the box which indicates acknowledgement of continuing obligation to report outside interests to the Secretary-Treasurer of the Academy, promptly online, any material change in the nature or setting of professional activities or any possible conflict of interest, i.e., conflict between the interests of the Academy or personal interests or those of a related party, which comes to member's attention in the future. A member also agrees to verbally acknowledge any changes to this written disclosure at the time of participation in an Academy meeting or event. Click  and member will be directed to the next tab.

My Disclosure Tab

Member can view; print and/or export their Disclosure of Outside Interests Form.

Other Members Tab

To view the Disclosure of Outside Interest forms of other members who serve with you on the same council, committee, task force, ad hoc task force or workgroup, click on this tab and search via Specific CCTF or Member Last Name.

Guide and Help Tabs

Resources to assist you with completing the forms and understanding how outside interests should be managed.