

## **Compliance**

**Copyright:** ThinkFirst National Injury Prevention Foundation certifies compliance with current copyright laws and rules and that all appropriate disclosures have been identified and will be communicated to the audience at the time of presentation. Faculty/Presenters/Authors have documented qualifications that demonstrate their education and/or experience in the content area they are presenting. Expertise in subject matter can be evaluated based on education, professional achievements and credentials, work experience, honors, awards, professional publications, etc. The qualifications address how the individual is knowledgeable about the topic and how expertise has been gained.

**Non-Discriminatory:** ThinkFirst National Injury Prevention Foundation certifies and acknowledges this activity is available to all appropriate participants without unlawful discrimination.

**Terminology:** ThinkFirst National Injury Prevention Foundation certifies and acknowledges there is no bias or cultural insensitivity used in in the language pertaining to this activity and certifies the use of the most current acceptable terminology.

**Content:** The 2017 ThinkFirst Conference on Injury Prevention educational activity applies directly to RNs, OTs, OTAs, PTs and PTAs who work with TBI or spinal cord injury patients and families as well as those who are committed to preventing these catastrophic injuries. The 2017 ThinkFirst Conference on Injury Prevention educational activity applies to all levels of learners and is open to all individuals who touch the lives of those who suffer from a traumatic brain or spinal cord injury as well as those who are committed to helping prevent such injuries. With injury prevention programs for all demographic backgrounds and age groups, ThinkFirst is committed to the support of programs that explore and educate the community at large on a variety of ways to use your brain to protect your body. This educational activity is geared towards physicians, nurses, nurse practitioners, physician assistants, physical therapists, occupational therapists, administrators, teachers and volunteers.

**Administration:** The ThinkFirst National Injury Prevention Foundation has a cohesive planning committee in place with a variety of professional expertise in the area of brain and spinal cord injury prevention. The planning committee, made up of ThinkFirst members from across the country, holds a conference call twice each month to develop and administer the 2017 ThinkFirst Conference on Injury Prevention.

ThinkFirst National Injury Prevention Foundation is committed to providing a supportive learning environment. All planning committee members, speakers and moderators have documented qualifications that demonstrate their education and/or experience in the content area they are presenting.

Expertise in subject matter is based on education, professional achievements and credentials, work experience, honors, awards, professional publications, etc. The qualifications address how the individual is knowledgeable about the topic and how expertise has been gained.

**Administration:** *(continued)*

Daily evaluation surveys are collected from all attendees at the end of each day. Results and comments are tallied at the end of the conference. The planning committee reviews the results and feedback post-conference and applies valid recommendations to future educational programs.

**Conflicts of Interest:**

All conflicts of interest, including potential ones, must be resolved prior to the planning, implementation, or evaluation of the continuing nursing education activity.

Evidence of a relevant relationship with a commercial interest may include but is not limited to receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (stock and stock options, excluding diversified mutual funds), grants, contracts, or other financial benefit directly or indirectly from the commercial interest.

Financial benefits may be associated with employment, management positions, independent contractor relationships, other contractual relationships, consulting, speaking, teaching, membership on an advisory committee or review panel, board membership, and other activities from which remuneration is received or expected from the commercial interest.

All Planning Committee members and Faculty Presenters are required to submit a conflict of interest disclosure of actual, potential or perceived conflict of interest for themselves and to include, when applicable, their partner or spouse. If a conflict is disclosed the speaker must disclose any and all conflicts of interest at the onset of their presentation and the speaker's presentation is evaluated by a content expert for potential bias, balance in presentation, evidence-based content or other indicators of integrity, and absence of bias, and a full review of participant feedback is conducted to evaluate for commercial bias in the activity.

**Continuing Education Credit:**

Attendance/participation will be verified through sign in sheets, returned evaluation surveys and registration forms. Contact hours will be awarded based on the number of sessions attended. Attendees are required to sign in daily and submit a completed evaluation survey at the end of each day's session. The attendee must be present throughout the entire session in order to receive full continuing education credit for the day. Each session will be monitored for attendance compliance by a member of the planning committee and continuing education credits will be adjusted based actual attendance.

**Recordkeeping:** ThinkFirst National Injury Prevention Foundation recordkeeping for the 2017 ThinkFirst Conference on Injury Prevention will be maintained for a period of seven years on all materials related to this continuing education program. Files include resumes, biographies and conflict of

**Recordkeeping:** *(continued)*

interest forms for planning committee and speaker faculty, educational content planning table which lists objectives and expected outcomes for all presentations, program agenda, sign-in sheets, evaluation surveys, continuing education certificates. All records are filed and stored electronically on the Beaumont Health System Neurosurgery Share drive, 3555 W. Thirteen Mile Road, Suite N120B, Royal Oak, MI.

Record requests should be directed to the ThinkFirst National Injury Prevention Foundation at [thinkfirst@thinkfirst.org](mailto:thinkfirst@thinkfirst.org) whereby the requester is required to verify their identity by providing the unique identifier they used for the conference sign-in process.

**Learner Cancellation Policy:** The 2017 ThinkFirst Conference on Injury Prevention maintains a non-refundable cancellation policy; however, all cancellation requests are reviewed on an individual basis and special circumstances will be considered.

**Provider Cancellation Policy:** If unforeseeable circumstances require the 2017 ThinkFirst Conference on Injury Prevention to be canceled by the provider, the meeting will be rescheduled within six months of the original conference date and notification will be communicated to all registered participants.

**Complaint Resolution:** Normal activity feedback, to include complaints, should be communicated through daily conference evaluation surveys which are reviewed and resolved through planning committee. The Executive Director of ThinkFirst is on hand during the activity to resolve complaints that require an immediate response.

**Accommodations for Special Needs:** *\*\*\*Special needs requests should be emailed to:*  
[thinkfirst@thinkfirst.org](mailto:thinkfirst@thinkfirst.org)