



DECLARATION OF INTEREST (DOI) POLICY

August 2024

The Society for Cardiovascular Magnetic Resonance (SCMR) is dedicated to improving global cardiovascular health by leveraging the advantages of CMR through innovation, education, advocacy, networking, research, and clinical excellence. The integrity of the SCMR and its activities depends on the management of conflicts of interest, or even the perception of conflicts, by the individuals involved in these activities.

Article I - Purpose and Scope

The SCMR is accountable to its members for responsible and proper use of its resources. The purpose of this Declaration of Interest Policy is to establish guidelines and procedures to identify, disclose, and manage conflicts of interest that may arise among the officers, executives, committee members, employees, and volunteers of the SCMR to ensure that the interests of the Society are protected and maintained in a transparent way.

This policy applies to all individuals who serve in any official capacity for the SCMR. This policy is intended to supplement but not replace any applicable state and federal laws governing declaration of interest applicable to not-for-profit and charitable organizations.

The SCMR follows the guidelines accepted by the Accreditation Council for Continuing Medical Education (ACCME) which requires all accredited providers of CME to have a mechanism in place for identifying and resolving potential conflicts of interest (COI) prior to the educational offering. In this case, the specific ACCME/SCMR COI Policy must be enforced.

Article II - Definition of a declaration of interest and of a conflict of interest

A declaration of interest is the provision of information on all potential conflicts of interests by an individual, including recent work activities, investments and immediate family members' connections with the healthcare industry. The purpose of a declaration of interest is not to prevent involvement with outside organizations but to ensure that such interests are declared and appropriately managed to prevent a conflict of interest.

A conflict of interest occurs when an individual or immediate family members (spouse or partner, or children) has personal interests or activities that could interfere with their ability to decide and/or act in the best interests of the SCMR. This can include employment, consulting, equity, research funding, honoraria, other financials, non-financials and involvement in other societies. It can also include advisor

committee or board membership, expert testimony, and financial support from a commercial entity.

A member of the SCMR who has a conflict of interest for one specific SCMR activity or task is not necessarily precluded from participating in all other SCMR activities. The SCMR does not imply that any involvement with a commercial entity prohibits a role with the SCMR, but rather that the review of such relationships is appropriate and correct thereby encouraging transparency and ethical integrity.

Article III - Disclosure

The requirements of the SCMR to make a Declaration of Interest apply to all:

1. Officers, volunteers, or scientific contributors to the SCMR.
2. Chief Executive Officer, Executive Director, and Deputy Executive Director.
3. Presenters at any SCMR meeting or educational activity.
4. Authors of an official SCMR publication.
5. Immediate family members (spouse or partner, or children).

All individuals covered by this policy are required to make a Declaration of Interest and disclose any actual or potential conflicts of interest to the SCMR Executive Committee or designated officer of the SCMR. This disclosure should be made in writing and updated as necessary to reflect any changes in circumstances.

An SCMR volunteer as well as the other groups mentioned above are responsible for making their declaration annually in January according to the SCMR Declaration of Interest disclosure process. SCMR may proceed in making random and sporadic checks which will be reported to the Executive Committee throughout the year.

Article IV - Review and Evaluation

The SCMR holds everyone that this document applies to serving in governance positions (the SCMR Executive Committee and SCMR Board of Trustees members) to certain standards regarding the Declaration of Interest.

When an SCMR volunteer has been identified as having a conflict of interest in a particular activity, they will not:

1. Take any action on behalf of SCMR concerning the subject or any issue relevant to the subject in conflict.
2. Participate in discussions on the subject without full disclosure.
3. Participate in decision-making discussions or cast a vote.
4. Imply that they are acting on behalf of SCMR when discussing the relevant subject with third parties.
5. Fail to clarify with third parties with whom they deal with on the relevant subject that they are not acting on behalf of the SCMR, or
6. Share confidential information, including the disclosure of embargoed data that would violate laws pertaining to insider trading.

Upon receipt of a disclosure of a conflict of interest, the SCMR Executive Committee or designated officer of the SCMR shall review and evaluate the disclosed conflict and determine the appropriate course of action.

Article V - Management and Mitigation

If the SCMR Executive Committee has reasonable cause to believe a member has failed to disclose actual or potential conflicts of interest, it shall inform the member and give the member the opportunity to explain the alleged failure to disclose. If after hearing the member's response and after making further investigations, the SCMR Executive Committee determines the member has failed to disclose an actual or potential conflict of interest, it shall take appropriate disciplinary and corrective actions with the SCMR Board of Trustees validation.

These actions may include:

1. Requiring an individual or member to choose between the competing activities.
2. Prohibiting an individual or member from playing a decision-making role in the SCMR relevant to the conflict.
3. Prohibiting an individual or member from presenting at SCMR events.
4. Exclusion from publishing in SCMR publications.
5. Exclusion from participating in SCMR committees.

Proceedings shall be formally recorded in detailed minutes: member's name, nature of the potential conflict, any action taken to determine whether a conflict of interest was present, the SCMR Board of Trustees' decision, and any vote taken in connection with the proceedings.

Article VI - Annual Review and Training

The SCMR Board of Trustees shall annually review and approve this Declaration of Interest Policy to ensure its effectiveness and relevance. Any necessary updates or revisions shall be made as appropriate. This ensures that the policy remains up-to-date and aligned with the society's mission and strategic objectives.

The SCMR is committed to preserving scientific integrity of its programs through transparency and proper management of potential conflicts of interest. The society is taking all necessary steps to ensure that its leadership and volunteers adhere to the SCMR Declaration of Interest Policy. To make sure that sensitivity to potential conflicts is intrinsic in the society's culture, the following measures are being implemented:

- The SCMR Nominating Committee reviews the Declaration of Interest of leadership election candidates to identify any actual or potential conflicts of interest; compliance to the SCMR Declaration of Interest policy is a prerequisite for inclusion on the election slate.
- An SCMR Board orientation is held annually in January for the incoming Executive Committee and Board of Trustees members which includes information on the SCMR Declaration of Interest Policy.
- The SCMR Board, Committees, Sections, and SIGs must be aware of the SCMR Declaration of Interest Policy and must inquire on any conflict of interest at the start of each of their meetings.
- Any meeting speaker will be provided with a reminder about the SCMR Declaration of Interest policy prior to their presentation and will be asked to present a declaration at the beginning of their presentation.

The SCMR will send an email to all SCMR Executives and Board of Trustees members after its annual conference end of January for them to make their DOI and disclose any actual or potential conflict of interest. A link shall be provided to an online form for them to fill and sign.

In addition, all SCMR Executives, Board of Trustees members and volunteers holding an official role within

the Society shall sign a statement to acknowledge that they have received a copy of the SCMR DOI policy, they have read and understood it, and they have agreed to comply with the policy.

For publications and CME related activities, relevant disclosure information is provided to the audience in conjunction with each activity. The disclosure identifies those who are in receipt of wages, compensation, or other remuneration for their services as an employee or consultant as well as those who report no financial relationship.

For all SCMR CME meetings or online events, including the SCMR annual scientific conference, disclosure information about the invited speakers is provided on a slide shown before the presentation. For abstract presentations, the disclosure is included in the abstract itself, both in the print copy and online. Poster presentations include a disclosure statement on the poster itself.

In SCMR publications, author disclosures are provided in a prominent location.

For committee, section, and special interest group meetings, participants must be aware of actual or potential conflicts for decisions to be made without bias. When a topic arises that presents a potential conflict, it is imperative that the member declares the conflict and refrain from participating in decision-making or voting on that issue by departing the room.

Article VII - Confidentiality

All disclosures of conflicts of interest and related discussions shall be treated with the utmost confidentiality throughout the disclosure and management process to protect the privacy of individuals or members involved and avoid potential reputational harm to the Society. Sensitive information is protected and shall only be shared with individuals or members who have a legitimate need to know for the purpose of managing the conflict.

Article VIII - Implementation

This Declaration of Interest policy shall be implemented immediately upon validation by the SCMR Board of Trustees and shall be communicated to all individuals or members covered by the policy to ensure awareness and adherence.

Contact Information

For questions or concerns regarding this Declaration of Interest Policy, individuals may contact the SCMR Secretary-Treasurer at HQ@scmr.org or SCMR through the “contact us” form on the SCMR website.

The SCMR acknowledges the importance of maintaining the highest ethical standards and transparency in all its activities and operations. This Declaration of Interest policy serves as a framework to ensure that actual or potential conflicts are identified and managed in a manner consistent with the society's mission and values. The SCMR is keen to promote transparency, accountability, and ethical conduct among its leadership, staff, and volunteers, strengthening trust and credibility with stakeholders.

Approved by the SCMR Board of Trustees on 2 September 2024.