Conflict of Interest Disclosure Statement

The ACMS requires disclosure of certain information from the following types of individuals:

1. Leaders (officers, Board members, Committee Chairs/Members, Task Force Chairs, and senior staff); and
2. Faculty at programs or events sponsored by ACMS, including training program directors, and faculty and speakers at continuing education programs and activities; and
3. Participants at business/committee meetings or other member forums, including scientific meetings and conferences; and
4. Authors of manuscripts submitted for possible publication in the Journal of Dermatologic Surgery, Membership Bulletin e-Newsletter, and other ACMS publications including the ACMS' Internet web site.
5. Primary Investigator and other contributors involved with MohsAIQ Research Data Requests.

This Policy seeks to identify actual or potential conflicts of interest which might improperly affect the ACMS’ policies, decisions or activities. Specifically, this Policy seeks to cover the following three types of possible conflicts of interest:

1. Interests which may affect (or be affected by) significant economic transactions to which the ACMS is or may be a direct party (i.e., ownership by an ACMS officer of a company from which the ACMS makes major purchases of goods or services).
2. Interests which might cause a representative of the ACMS to abuse an ACMS position in order to achieve objectives which are inconsistent with the purposes of the ACMS (e.g., a committee chair taking advantage of such position to damage unfairly the commercial standing of a company competing with a company in which the chair had a personal financial interest).
3. Interests which do not relate directly to an interest of the ACMS as an organization but bear significantly on issues important to the ACMS membership and about which different components of the ACMS membership might hold differing views (i.e., interests associated with a member employed by a government agency whose interests may affect that member's position on an issue involving the agency).

Underlying this Policy is the principle that, in many cases, disclosure of all relevant interests will of itself suffice to protect the integrity of the ACMS and its interests. In such cases, once such interests are fully disclosed, the ACMS and other relevant parties will generally be able to evaluate and adjust for the possible influence of the disclosed interests.

It should be noted that the purpose of this Policy is not to discourage involvement by ACMS members in outside activities which might produce actual or potential conflicts with interests of the ACMS or otherwise to intrude into aspects of an individual's professional or personal life which are, realistically, unlikely to have any significant bearing on ACMS activities. In addition to the specific types of interests that must be disclosed, other decisions about what to disclose should be guided by common sense. One reasonable test is whether a particular circumstance, interest or relationship, if made known to the full membership of the ACMS or to the general public, would be likely to cause embarrassment for the ACMS and/or the individual involved or evoke suspicion about the motives behind any ACMS action.

# Procedures Regarding Disclosure of Interests

1. **Disclosure Form.** The Board of Directors or its designee is responsible for determining what specific information is required on the official ACMS Disclosure Form in accordance with the Disclosure of Interests Policy and the Code of Ethics. From time to time, the Board of Directors will review the Disclosure Form to ensure that the information required remains current with accepted medical practices. Disclosure can be made by completing the Form.
2. **Disclosure by Leaders.** Disclosure by Leaders must be made in writing via the Disclosure Form. A completed Form must be returned prior to commencement of a Leader's term of office. Such disclosure must be updated whenever circumstances require, or once per calendar year, whichever is sooner.
3. **Disclosure by Faculty.** Disclosure by Faculty must be made in writing via the Disclosure Form. A completed form must be returned prior to the beginning of a Faculty member's involvement in planning or, if a speaker, before his/her first presentation at an ACMS-sponsored educational activity. Such disclosure must be updated whenever circumstances require, or once per calendar year, whichever is sooner.
4. **Disclosure by Authors.** The Journal of Dermatologic Surgery Editorial office will administer and require disclosure separately from the Code of Ethics. Their unique concerns are best addressed through mechanisms in place at the time of manuscript Submission.
5. **Submitting Disclosure Forms.** Disclosure Forms will be submitted directly to the Executive Director of the ACMS or his or her designate in care of the ACMS office. The Executive Director or his or her designate will review all of the Disclosure Forms submitted and inform the Ethics Committee and the Board of Directors of any disclosures which merit review. Disclosure Forms will be retained at the ACMS headquarters office, where they will be available for review by any Member upon request. Each individual filing a Disclosure Form will also be obligated to update the form as soon as practicable when circumstances change and warrant disclosure of an actual or potential conflict of interest. If no changes are necessary, **each individual will review and resubmit his or her Disclosure Form annually** on forms to be provided by the ACMS, which disclosure shall state that he or she has reviewed the information for accuracy.
6. **Written Notification.** Written notice of the official ACMS Disclosure of Interests Policy will be provided to all participants of business/committee meetings and educational programs planned and sponsored by the ACMS.
7. **Conduct at Meetings.** At the beginning of each meeting, the chair (or designee who is leading the meeting) will review the Disclosure of Interests Policy making specific reference for the need for verbal disclosure of any changes. In the event that a participant abstains from discussing or voting on a particular matter, because that participant believes he or she has an actual or perceived conflict of interest, notice of his or her abstention shall be placed in the official record or minutes of the proceedings.
8. **Authority and Action Beyond Disclosure.** Some situations may require action beyond mere disclosure. In such cases, the Ethics Committee and the Board of Directors shall have the authority to determine whether a particular affiliation requires a member, in addition to the abstention procedure described above, to take additional action, such as resignation of his ACMS position or divestiture of the interest which gives rise to the conflict. For instance, a director may be called upon to resign his position if he wished to be involved in an organization which has purposes that are inherently opposed to those of the ACMS (e.g., tanning bed companies). If the conflict situation involves a violation of this Code, enforcement and disciplinary procedures of the Code are available. This Policy, however, imposes no special enforcement rules or procedures for such situations in the event that further action beyond these remedies is required. The basic authority and procedures established by corporate law, the Bylaws of the ACMS, and the general procedures set forth in Section III.B., below, may be used to deal with any substantial conflict of interest problems. For example, the disciplinary and enforcement procedures of Section III.B. can be invoked to discipline any member whose interest violates the ACMS' Disclosure of Interests Policy. As another example, committee and task force chairs, all of whom serve subject to approval by the Board of Directors, are subject to removal by the Board if a particular conflict of interest is deemed sufficiently serious or if circumstances otherwise require. As to the officers and directors themselves, they continue to be subject to basic legal constraints arising out of the fiduciary nature of their relationships with the ACMS, and in appropriate circumstances the Board of Directors can deal with misconduct in office, or court intervention can be sought.

Conflict of Interest Disclosure Form

I read the ACMS Conflict of Interest Policies and Procedures regarding actual or potential conflicts of interest and agree to adhere to these policies and procedures.

[ ]  I do not have actual or potential conflicts of interest related to the ACMS.

[ ]  I disclose the following as actual or potential conflicts of interest as described in the policies and procedures.

**Name:**

**MohsAIQ Data Request Research Project Title:**

**Involvement with Research Project:**

Signature:                                               Date: