

Policy 1.1
Latest Review July 2025

ADLM CONFLICT-OF-INTEREST POLICY AND DISCLOSURE FORM

The Association for Diagnostics & Laboratory Medicine (ADLM) desires to maintain open and transparent discussion and decisions on all matters of interest to the association and its members. All officers, members of the board of directors, division officers, local section officers, journal editors, committee chairs, committee members, and ADLM staff are required to complete a Conflict-of-Interest Policy and Disclosure Form at the beginning of each year of service to the association. We ask you to disclose any relationships that have occurred within the past 24 months.

All potential conflicts as described below must be disclosed. Disclosure is intended to ensure transparency. The existence of a potential conflict does not preclude service to ADLM. However, when a topic for which an individual has a potential conflict is under discussion, the individual is expected to declare the potential conflict, and at the discretion of the presiding individual, abstain from discussion and/or voting.

Information on disclosed interests will be kept on file at the ADLM office. Disclosed interests will be reviewed by the appropriate ADLM staff member at headquarters. Any disclosed interests deemed to be concerning will be brought to the attention of the chair of the committee or presiding individual, who will determine whether the conflict is sufficient to preclude participation in the activity, or in discussion, and/or in voting on a given topic. Committee chair and other presiding individuals' forms will be reviewed by the President, if secondary review is required. The President's disclosure form will be reviewed by the Treasurer. Information on disclosed relationships with commercial interests or ineligible companies as defined by the Accreditation Council for Continuing Medical Education (ACCME) submitted by committee members involved in planning, selecting, developing, or presenting educational content may also be reviewed by ADLM's Education team, and if appropriate, the ACCENT Review Board and/or Continuing Medical Education (CME) Subcommittee, to ensure compliance with ACCENT accreditation standards (<https://www.myadlm.org/accent>) and/or ACCME policies and standards (<https://accme.org/standards>).

Individuals are expected to protect the confidentiality of ADLM information they may receive as a result of service on a committee or other leadership entity. Individuals must not, without appropriate authorization, disclose to any third party any confidential information or document to which they obtain access by virtue of service to ADLM. This includes, but is not limited to, discussions of documents relating to strategies or plans, documents marked confidential, financial or marketing information, or unpublished data. Individuals are expected to inform ADLM of any changes in potential conflicts of interest that may occur during the period in which they serve on a committee or other leadership entity.

NOTE: Once all fields have been populated, including the signature field, the "Submit" button will appear. Please click the "Submit" button so that your form can be processed.

Personal Information

- A. Name
- B. Credentials
- C. Email Address

D. Employer

E. Position with Employer

F. Volunteer Role(s) with ADLM (please check all that apply).

- 2026 Annual Meeting Organizing Committee
- 2027 Annual Meeting Organizing Committee
- Academy Council
- Academy Council Officer
- Academy Council Nominating Committee
- ACCENT Review Board
- ADLM Awards Committee
- ADLM Board of Certification
- ADLM Board of Directors
- ADLM Executive Committee (Board of Directors Officers)
- ADLM Nominating Committee
- ADLM Staff Member
- Clinical and Forensic Toxicology News (CFTN) Editorial Advisory Board
- Clinical Chemistry* Journal (CCJ) Editorial Board
- Clinical Laboratory News* (CLN) Board of Editors
- Clinical Laboratory Scientists (CLS) Council
- CLS Council Officer
- CLS Council Nominating Committee
- Clinical Microbiology Steering Committee (CMSC)
- Continuing Medical Education (CME) Subcommittee
- Corporate Advisory Board (CAB)
- Data Analytics Steering Committee (DASC)
- Diversity, Equity, & Inclusion (DEI) Steering Committee
- Division Officer
- Education Core Committee (ECC)
- Evidence-Based Laboratory Medicine Subcommittee (EBLMS)
- Finance Committee
- Global Affairs Core Committee
- Policy & External Affairs Core Committee (PEACC)
- Science & Practice Core Committee (SPCC)
- Section Officer
- Society for Young Clinical Laboratorians (SYCL) Core Committee
- The *Journal of Applied Laboratory Medicine* (JALM) Editorial Board
- Steering Committee(s) and/or Taskforce(s) Not Listed Above (Please list any steering committee(s) and/or taskforces not listed above here and indicate if you are the chair or a member.)

G. Please list your role for any officer position and include the name of the committee(s)/council, division(s), and/or local sections for which you currently serve as an officer (e.g., chair, PEACC; president, Academy; chair, Pediatric & Maternal Fetal Division, etc.). If you do not hold an officer position, please insert "N/A."

H. List any Additional Employers

Employer	Position with Employer

Part 1: Disclosure of Financial Relationships

In this section, please disclose any financial relationships with a commercial or non-commercial interest that have occurred within the past 24 months. Disclosure means transparency, not necessarily a conflict of interest. There is no minimum financial threshold; we ask that you disclose all financial relationships, regardless of the amount, with a commercial or non-commercial interest. You should disclose all financial relationships regardless of the potential relevance of each relationship to the education. Even if a product is not specifically referenced or discussed during the activity, individuals must disclose their financial relationship(s) with the commercial or non-commercial interest. Please note that a commercial interest may also be defined as an ineligible company by ACCME. ACCME defines an ineligible company as any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. For specific examples of ineligible companies, visit <https://accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>. If you respond "Yes" to any of the following categories below, please type the name of any applicable company, organization, other type of entity (commercial or non-commercial), or comments for that category.

A. Honorarium and/or Expenses: meaning voluntary payment(s) issued by an entity either for professional services typically offered without charge (direct) or for additional costs associated with the delivery of those services (indirect). Examples of indirect include, but are not limited to, meals, travel fares, lodging, etc.

- Yes
- No

Honorarium and/or Expenses Entity(ies) - please list

B. Items or Benefits of Substantial Value: meaning voluntary gifts or contributions to an individual of a substantial value (e.g., free trips, accommodations, tickets to sporting events, appliances, electronic devices, etc.)

- Yes
- No

Items of Benefits of Substantial Value Entity(ies) - please list

C. Consulting Fees: meaning payment(s) issued by an entity to contracted individuals

- Yes
- No

Consulting Fees Entity(ies) - please list

D. Grants and/or Research Support: meaning money and/or donation(s) of goods and services (e.g., reagents or instruments) issued by an entity. This includes, but is not limited to, contracted research support from ineligible companies, commercial interests, or non-commercial funding (e.g., industry, a government source, a foundation, or some other for-profit or non-profit source). This may include researcher salary support.

Yes

No

Grants and/or Research Support Entity(ies) - please list

E. Committee, Board, and/or Advisory Board Membership: meaning the fact of being a member of a group, such as, but not limited to, an entity's product development planning committee, an entity's main governing body (e.g., a Board of Directors), or as part of a collective of experts who lend their skills, guidance, and knowledge to an entity.

Yes

No

Committee, Board, and/or Advisory Board Membership Entity(ies) - please list

F. Stocks and/or Bonds: meaning a share/equity from or an investment/loan to an entity which entitles the holder to benefits, such as, but not limited to, a fixed dividend*, a return of principal, or a repayment of initial investment by the entity over an amount of time. This includes stock options but excludes mutual funds.

*a sum of money paid regularly (typically quarterly) by a company to its shareholders out of its profits or reserves.

Yes

No

Stocks and/or Bonds Entity(ies) - please list

G. Salary: meaning a fixed compensation issued as a regular payment, often, but not exclusively, expressed as an annual sum, made by an entity to their employee for services.

Yes

No

Salary Entity(ies) - please list

H. Ownership: meaning the legal and financial control over a business entity. This excludes ownership of stocks and/or bonds.

Yes

No

Ownership Entity(ies) - please list

- I. Income Received or Pending from Intellectual Property, Patents, and/or Royalty: meaning payments received for the use or sale of a work or invention to which an entity or individual has rights or license. The payments received are often, but not exclusively, from a third party either for ongoing use of the work or invention or for the purchase of the work or invention.

Yes

No

Income Received or Pending from Intellectual Property, Patents, and/or Royalty Entity(ies) - please list

- J. Other Relevant Financial Relationship(s) for recording any other financial relationship(s) not previously listed.

Yes

No

Other Relevant Financial Relationship(s) and their associated Entity(ies) - please list

- K. Comments for any additional information regarding your financial relationship(s) to clarify relationships listed, and/or give additional context in reviewing your disclosure). If none, please enter "N/A" below.

Part 2: Leadership in Other Associations

List association affiliations below if at present, or within the past 24 months, you have had a leadership position (officer, director, or committee or other subdivision chair) with another clinical laboratory, medical or pharmaceutical-related association, OR you know you will have or expect to have in the near future such an affiliation. If none please enter "N/A" below.

Part 3: Duty to Respect Confidentiality

I will not, without appropriate authorization, disclose to any third party any confidential information or document to which I obtain access by virtue of my service to ADLM. This includes, but is not limited to, discussions or documents relating to strategies or plans, documents marked "confidential," financial or marketing information, or unpublished data. If I have any reasonable doubt about whether particular information or a particular document is confidential, I will not make disclosure unless I have first clarified the situation with appropriate ADLM officials or staff and obtained authorization.

Please initial:

Part 4: Disclosure of Conflicts

If a matter arises during a discussion with respect to which I may have a potential conflict of interest, I will disclose the nature of the conflict (or potential conflict) when the matter arises. Unless permitted to do so by the presiding individual (or other ADLM official), I agree not to participate in any vote (or, if the presiding individual or other ADLM official so decides, in any discussion) on any such matter.

Please initial:

Attestation

I attest that I have read and understand ADLM's Conflict-of-Interest Policy and Disclosure Form, and agree to protect the confidentiality of ADLM information as required by the policy. I further attest that I have made, herein, the requested disclosures to the best of my knowledge and recognize that I must make disclosure of any outside interests that might bias any action that I might take or any statement that I might make in connection with my service to ADLM. I attest that I will inform ADLM of any changes in conflicts of interest that may occur during the period in which I serve on a committee or other leadership body.

Typing your name below will serve as your electronic signature. Once you have submitted your form, please select "View Submission" in the upper right hand corner to print or download a copy of your completed form.