

Conflict of Interest Guidelines

Purpose

This guideline is to provide clear and detailed instructions on the process for any known or potential conflicts of interest with an Accreditation Committee member or survey team member.

Scope

This guideline is for Accreditation Committee members, PMCV staff, Survey Team Leaders and survey team members to ensure there is a clear and transparent process for advising of a conflict of interest including 'stepping out' of discussions when a conflict of interest has been identified.

Conflict of Interest includes any situation where a survey team member or the member's partner, family member, employer or close family friend has a direct or indirect financial or other interest which influences or may appear to influence proper consideration or decision making by the survey team on a matter or proposed matter. Examples of conflict of interests include:

- Current or previous employment (< 5 years) at the parent or rotation health service to be surveyed (this excludes immediate previous hospital experience for junior doctors).
- Professional or financial involvement in the facility.
- Current application for employment at the facility.

Key Outcomes

Any conflict of interest should be managed as soon as possible to ensure matters are managed appropriately and information is circulated appropriately.

Disclosure of Conflict of Interest

Any committee member, surveyor, or PMCV staff member having a direct or indirect material financial interest in any matter before the Committee must immediately disclose that interest to the other Committee Chair and/or PMCV delegate as soon as they become aware of a potential conflict of interest.

The committee members should seek direction from the Committee Chair in relation to the management of the conflict during the committee discussions. This may include 'stepping out' of committee discussions (both online and in person) to prevent participation in the matter.

Survey team members must disclose any actual, potential, or apparent conflict of interest as required that may become apparent after the allocation to a survey team. Survey team members should not indicate availability for a survey visit if they have a known or potential conflict of.

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In the instance where a conflict of interest is a more delicate nature and not for a wider audience, the committee member, surveyor or PMCV staff member should contact the CEO directly to disclose the potential conflict of interest to discuss their relevance and future involvement.

In the instance where a conflict of interest is raised during a survey visit, the survey team leader and the PMCV Leadership team will deliberate to determine if the conflict is significant and may impact on the continued involvement of the member with the survey visit.

Committee Meeting Conflict of Interest Procedure (AC)

1. The Chair to formally invite all members at the start of each Committee meeting to declare any conflict or potential conflict of interest.
2. On advice of known or potential conflict, the Chair to motion for committee agreement on:
 - a. If the conflict exists (is substantiated) or not as the item be for noting only
 - b. If the conflict exists (is substantiated), the member should step out from the meeting/discussion and noted in the agenda and the minutes.
3. Substantiated conflicts declared must be recorded in the minutes, any action needs to be recorded clearly and transparently.
4. For ongoing matters where a committee member has a conflict, the Chair to confirm appropriate arrangements with the member and advise the committee to ensure there is no impact from the conflict. The COI should be identified in the agenda and/or minutes with mention of the COI and the need for the specific team member to 'Step Out' during discussion of the item.
5. During the meeting and just prior to the COI agenda item, the Chair to advise the member when they are required to 'Step Out' of the meeting.
6. This is recorded in the minutes each time.
7. If a conflict of interest involves the Chair, then the Deputy Chair or delegate will take over and manage the discussion. This should be noted in the agenda and minutes.

Survey Team Creation Conflict of Interest Procedure

1. Accreditation Team to circulate Conflict of Interest definition/policy at time of Expressions of interest to surveyors to invite all potential surveyors to disclose any known or potential Conflict of interest with any Health Service/ survey visit.
2. On advice of known or potential conflict, the Team Leader and Accreditation Executive discuss and deliberate on the following:
 - a. If the conflict exists (is substantiated) or not;
 - b. If the conflict exists (is substantiated), should the member step out from the survey visit/meeting/discussion, or despite the conflict, is there benefit from the member to remain and potentially participate in discussions;
 - c. Any other action needed include allowing the member to remain in the survey visit/meeting, allowing the member to deliberate and potentially asking the member to speak on the issue.
3. The COI should be identified on the Survey Visit run sheet with mention of the COI and the need for the specific team member to 'Step Out' during discussion of the item
4. During the survey visit and just prior to the COI discussion, the Team Leader to advise the member when they are required to 'Step Out' of the meeting/discussion.

Information Management with Conflict of Interest

Accreditation Committee team members with a potential conflict of interest should be identified (where possible) by Accreditation Team staff to ensure any Accreditation Committee agenda papers/minutes are circulated with consideration of a potential conflict of interest.

Version Control

Version approved along with date of next review.

Version	Amendments by	Changes	Date
1	Accreditation Manager	New Document	04 April 2024

Approved by

Accreditation Committee

Next Review

Date
