



CONFLICT OF INTEREST POLICY

POLICY 1.5

Approved by PAC: 2016

Last Amended: Nov 2025

Next Review: Nov 2028

CONTEXT

Membership of the Prevocational Medical Assurance Services (PMAS), its committees, secretariat and its accreditation survey teams may, for a variety of reasons, be perceived to have the potential for a conflict of interest. All members and staff are expected to make decisions responsibly and to apply standards in a consistent and an impartial fashion.

SCOPE

This policy relates to all work undertaken on behalf of the PMAS, including the work of committees, accreditation survey teams and the secretariat. For the purposes of this policy, “Committee” will be taken to include the PMAS committees and the accreditation survey teams.

POLICY STATEMENT

A conflict of interest may be seen to exist on a particular issue if a person has a direct or indirect financial interest in the issue or a direct or indirect interest of any other kind such as an employee’s immediate family/other family and friends financial or other private interests, where the interest could conflict with the proper exercise of the person’s functions in relation to their work or decision-making. The PMAS recognises that there is extensive interaction between prevocational training providers and other stakeholders, so that individuals are frequently involved with several programs. The PMAS does not regard this to be a conflict.

All committee members will complete an initial written declaration of conflict of interests and confidentiality statement. This is to be updated where a change has occurred for any member by completing a new declaration and recorded in the applicable committee minutes and register.

At all meetings, there will be an agenda item for committee members to declare conflict of interest at the beginning of the meeting for any of the agenda items. There will also be opportunity for members to raise conflicts throughout the meeting as they arise.

SUPPORTING DOCUMENTATION

1. *Conflict of Interest Process 2.11*
2. *Surveyor Conflict of Interest Policy 5.5*
3. *NT Health Conflict of Interest Policy*
4. *NT Health Conflict of Interest Declaration Procedure*

PERFORMANCE MEASURES/KPI

1. 100% of all PMAS members and staff make decisions responsibly and apply standards in a consistent and in an impartial fashion as outlined within this policy.
2. 100% of all PMAS committees complete the declaration of conflicts of interests and confidentiality form and follow up as often as required where any changes may occur.
3. 100% of all declared conflicts of interest in PMAS committee meetings are recorded and actioned.

Policy contact officer: Quality Assurance Officer