



## RELATED POLICY

*Conflict of Interest Policy 1.5*

*Surveyor Conflict of Interest Policy 5.5*

*NT Health Conflict of Interest Policy*

## PURPOSE

Members of the Prevocational Medical Assurance Services (PMAS) committees, panels and secretariat are expected to make decisions responsibly, and to apply standards in a consistent and impartial fashion.

## SCOPE

This policy applies to all work undertaken on behalf of the PMAS, including the work of committees, panels and secretariat. For the purposes of this process, “committee” will be taken to include the prevocational accreditation committee and panel, Intern application allocation panel and any other working group, etc. that may be formed from time to time in order to deliver PMAS functions. There is a specific conflict of interest policy (1.5) for surveyors who undertake accreditation survey on behalf of PMAS.

## IDENTIFICATION OF CONFLICTS OF INTEREST

Some examples that may assist in identifying a conflict of interest include:

- Do I have personal or private interests that may conflict, or be perceived to conflict, with my duty to the PMAS committee?
- Could there be benefits for me now, or in the future, that could cast doubt on my independence or objectivity?
- How will my involvement in the decision or action be viewed by others? Are there risks associated for me or the PMAS?
- Have I made any promises or commitments in relation to the matter?
- Do I stand to gain or lose from the proposed action/decision?

# CONFLICT OF INTEREST PROCESS



## PROCESS DESCRIPTION

1. 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 by completing a new declaration and recorded in the applicable committee minutes.
2. All committee agendas are to begin with a 'declaration of conflict of interests', in which members are requested to declare any personal or professional interests which might, or might be perceived to, influence their capacity to undertake their roles as members of the committee. The committee may decide that a member's interest in a particular item requires the member to be excluded from the committee's usual duties with respect to that item, including discussion of that item at committee meetings; or it may decide that the member should continue to participate.
3. Committee members will not vote on matters on which they have a declared personal or professional interest.
4. Committee members should consider if they have a private financial and/or other interest that may give rise to a conflict of interest.
5. Committee members should consider if immediate family members or other persons with whom they have a close relationship have personal or business/financial activities that may give rise to a conflict of interest with their committee duties, whether real or apparent.
6. If YES, committee members must disclose conflict of interest prior to or at the time of the committee meeting or event so that it can be managed and recorded.
7. If NO, nothing further is required however any changes in the financial and other interests of committee members and/or their immediate family/other relevant persons should be reported either in a declaration in writing or verbal disclosure to the PMAS manager as soon as they become aware of a possible conflict so that it can be managed and recorded.
8. All declarations of conflict of interest are to be recorded in committee meeting minutes and steps taken as a result of conflict of interest. Any written declarations of conflict of interest will be filed with committee or event documentation.

## SUPPORTING DOCUMENTATION

1. *Conflict of Interest Policy 1.5*
2. *Surveyor Conflict of Interest Policy 5.5*
3. *NT Health Conflict of Interest Policy*
4. *NT Health Conflict of Interest Procedure*

## PERFORMANCE MEASURES/KPI

1. 100% of notifications of conflict of interests are acted upon according to this process
2. Feedback from prevocational training providers
3. Feedback from PMAS committees

Process contact officer: Quality Assurance Officer