



## RELATED POLICY

*Conflict of Interest Policy 1.5*

*Surveyor Conflict of Interest Policy 5.5*

*Northern Territory Public Sector 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 an 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 Governance, Prevocational Accreditation Committee and Panel. There is a specific Conflict of Interest Policy (1.5) for our surveyors who undertake Accreditation visits and other survey events on behalf of PMAS.

## DEFINITIONS

**Conflict of Interest** – includes any situation where a Committee/Panel member or the Committee/Panel 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 Committee/Panel on a matter or proposed matter.

## 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/Panel?
- 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?

# CONFLICT OF INTEREST PROCESS



- Do I stand to gain or lose from the proposed action/decision?

## PROCESS DESCRIPTION

1. All committee/panel 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/Panel minutes.
2. All Committee/Panel agendas are to begin with a 'Declaration 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/Panel. The Committee/Panel may decide that a members interest in a particular item requires the member to be excluded from the Committee's/Panels usual duties with respect to that item, including discussion of that item at Committee/Panel meetings; or it may decide that the member should continue to participate.
3. Committee/Panel members will not vote on matters on which they have a declared personal or professional interest.
4. Consider if you have a private financial and/or other interests that may give rise to a conflict of interest.
5. Consider if you are aware of immediate family members or other persons with whom you have a close relationship that's personal or business/financial activities may give rise to a conflict of interest with my committee/panel duties, whether real or apparent.
6. If YES, disclose conflict of interest prior to or at the time of the committee/panel 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 you and/or your immediate family/other relevant persons should be reported either in a Declaration in writing or verbal disclosure to the PMAS Manager as soon as you 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 filed with Committee/Panel or event documentation.

## SUPPORTING DOCUMENTATION

1. *Conflict of Interest Policy 1.5*
2. *Surveyor Conflict of Interest Policy 5.5*
3. *Northern Territory Public Sector Conflict of Interest Policy*
4. *Northern Territory Public Sector Conflict of Interest Procedure (HEALTHINTRA-1880-7857)*

## PERFORMANCE MEASURES/KPI

1. 100% of notifications of conflict of interests are acted upon according to this process
2. Feedback from NT health regional health services
3. Feedback from Prevocational Accreditation Committee/Panel

Process Contact Officer: Quality Assurance Officer