



RELATED POLICY

Conflict of Interest Policy 1.5

Surveyor Conflict of Interest Policy 5.5

NT Health Conflict of Interest Policy

PURPOSE

Members of PMAS committees and the secretariat are expected to make decisions that are fair, objective, transparent and in the best interests of prevocational medical training. This process outlines how actual, potential or perceived conflicts of interest are identified, disclosed and managed.

SCOPE

This process applies to all work undertaken on behalf of PMAS including committee, working group and secretariat activities.

For the purposes of this policy "committee" includes the Prevocational Accreditation Committee (PAC) and any other groups established to support PMAS functions.

Surveyors undertaking accreditation surveys on behalf of PMAS are covered by the separate **Conflict of Interest Policy for Surveyors (Policy 1.5)**.

IDENTIFYING A CONFLICT OF INTEREST

Committee members should consider whether any personal, professional, financial or other interests could influence, or be perceived to influence, their ability to carry out their duties impartially.

Questions to consider include:

- Do I have any personal or private interests that may conflict with my responsibilities to PMAS?
- Could I, or someone close to me, gain a benefit or suffer a disadvantage from a decision being made?
- Could my involvement create a perception that I am not acting independently or objectively?
- Have I made any commitments or statements that could influence my decision-making?
- How would my involvement be viewed by other committee members or stakeholders?



CONFLICT OF INTEREST PROCESS

PROCESS

1. Declaration of Interests

All committee members must complete a Conflict of Interest and Confidentiality Declaration upon appointment.

Members must submit an updated declaration whenever their circumstances change.

2. Meeting Declarations

A standing agenda item on conflicts of interest will be included at the commencement of each committee meeting.

Members must declare any actual, potential or perceived conflicts relating to items under consideration.

3. Assessment and Management

The committee will determine how any declared conflict should be managed.

This may include allowing the member to participate, restricting their involvement or requiring them to leave discussions and decision-making relating to the matter.

4. Voting

Members must not vote on matters in which they have a declared conflict of interest.

5. Ongoing Responsibility

Members should consider whether their own interests or those of immediate family members or close associates could give rise to a conflict of interest.

Any new conflict identified between meetings must be disclosed to the PMAS Director as soon as practicable.

6. Recording

All declared conflicts of interest and any actions taken to manage them must be recorded in the relevant meeting minutes.

Written declarations will be retained with the relevant committee or event records.



CONFLICT OF INTEREST PROCESS

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