

Conflict of Interest Policy



Policy Statement

Members of the CRMEC, its Committees, Secretariat and its Accreditation Visit Teams 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 CRMEC, including the work of committees, accreditation visit teams and the secretariat. For the purposes of this policy, “Committee” will be taken to include the CRMEC, the CRMEC Committees and Accreditation Visit Teams.

Overview

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, if the interest could conflict with the proper exercise of the person’s functions in relation to their work or decision-making. The CRMEC recognises that there is extensive interaction between the facilities and education providers in the Canberra region, so that individuals are frequently involved with a number of programs. The CRMEC does not regard this, of itself, to be a conflict.

This policy provides guidelines for situations that may give rise to real or perceived conflicts of interest.

Process

- All Council and Committee members will complete a standing notice of interest and update it regularly. These declarations are available at each Committee meeting.
- All 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 Council, Accreditation and/or Education Committees. The Chair may decide that a member’s interest in a particular item requires the member to be excluded from the Council or Committee’s usual duties with respect to that item, including discussion of that item at meetings; or it may decide that the member should continue to participate.
- Members will not vote on matters on which they have a declared personal or professional interest.
- All declared interests will be recorded in the Council and Committee minutes, as will the decision in relation to the interest.
- The CRMEC requires proposed members of Accreditation Visit Teams to declare any relevant personal or professional interest that may be perceived to conflict with their ability to undertake impartially their duties as a surveyor. Following receipt of any such comments, the Secretariat will

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make a decision on the composition of the Accreditation Visit Teams, which the Accreditation Committee Chair will approve.

- The facility or health service being accredited has the right to formally object to the inclusion of a Visit team member where they consider a conflict of interest exists. Following receipt of any such comments, the Accreditation Committee will make a decision on the composition of the Visit team, documenting the nature and basis of the decision.
- If a previously unidentified conflict of interest emerges for a surveyor during an assessment, the Lead surveyor will determine an appropriate course of action. This may entail changing the report writing responsibilities of the surveyor, requiring the surveyor to abstain during relevant discussion, or altering the survey program. Any such conflicts, and the course of action taken, will be reported to the Accreditation Committee.
- Where a member of the Visit Team has given recent formal or informal advice to a facility or health service outside the CRMEC accreditation process, that member must declare their interest.

The *CRMEC Standard Notice of Interest – Declaration and Record Form* is attached for utilisation by all parties.

Identification of conflicts of interest

- The following questions may assist in identifying if a conflict of interest situation has or could arise:
- Do I have personal or private interests that may conflict, or be perceived to conflict, with my duty to the CRMEC?
- 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 CRMEC?
- Have I made any promises or commitments in relation to the matter?
- Do I stand to gain or lose from the proposed action/decision?

Version Control

Review date	Version	Updated by	Approved by	Changes made
May 2014	1.0	Manager	CRMEC	
September 2015	1.1	Manager	CRMEC	
February 2016	2.0	Manager	Not required	Formatting
August 2017	2.1	Manager	Not required	Formatting

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Standing Notice of Interest – Declaration and Record Form

Part A

To be completed by CRMEC Council members, committee members, CRMEC secretariat and Accreditation Visit Team members. Return completed form to CRMEC Secretariat, CRMEC.manager@act.gov.au

Name: _____

Position: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

Describe the nature of any matters or issues that may be the subject of the possible conflict of interest. Attach further information and accompanying documentation if necessary).

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Standing Notice of Interest – Declaration and Record Form

Part B (To be completed by Secretariat)

☐ A notice of interest has been received OR ☐ A concern has been raised

This interest/concern was discussed at Accreditation Committee held (date) _____ and:

☐ Resolved OR ☐ not been resolved

Action taken was:

If the issue has not been resolved, **further action** includes:

Acknowledged by Chair, Accreditation Committee

Name: _____

Signature: _____

Date: _____