P027 - Conflict of Interest

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| Version | Approved: | Comments | Next review date |
| 1.0 | 01/09/2016 |  | 01/09/201901/09/2023 |

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| Applies to: |
| All staff |

# PURPOSE

The management of First Call Nursing is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

# POLICY

## Definition of conflict of interest

1. A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person’s self-interest and professional interest or public interest.
2. A situation in which a party’s responsibility to a second-party limits its ability to discharge its responsibility to a third party*.*

This policy has been developed to provide a framework for all Advisory Committee Members and staff of First Call Nursing in declaring conflicts of interest.

The management places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Conflict of Interest Register.

A committee/staff member who believes another committee/staff member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a committee/staff member has a conflict of interest, (as defined above) that committee/staff member shall not initiate or take part in any discussion on that topic (either in the meeting or with other committee/staff members before or after meetings), unless expressly invited to do so by unanimous agreement by all other members present.

Where a committee/staff member has a conflict of interest, (as defined) that committee/staff member shall not vote on that matter.

Committee/staff members are not barred from engaging in business dealings with First Call Nursing, provided that these are negotiated at arm’s length without the participation of the committee/staff member concerned.

# PROCEDURE

The Managing Director is responsible for bringing this policy to the attention of prospective committee and staff members.

All members are responsible for respecting this policy.

## Reasons

* To avoid conflict of interest between self-interest and First Call Nursing business interest.
* To manage conflict of interest if/when identified.

## Requirement

1. Conflict of Interest Policy
2. [F041](file:///G%3A%5CFC%20P%20%26%20P%5CForms%5CF041%20Conflict%20of%20Interest%20Checklist%20V1.docx) Conflict of Interest Checklist
3. Meeting minutes

## Method

1. Members shall declare any conflicts of interest either at the start of the meeting concerned or when the relevant issues arises.
2. Record the nature of the conflict of interest in the meeting minutes.
3. Complete Conflict of Interest Checklist.
4. Where a conflict of interest or potential conflict of interest, as defined in the policy, is identified and/or registered, the member concerned shall leave the room as soon as that item comes up for discussion.
5. The concerned member shall not vote on that issue, nor initiate or take part in any discussion on the identified topic (either in the meeting or with other members before or after the meetings) unless expressly invited to do so by a unanimous agreement by all other members present.
6. If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected.
7. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the members cannot resolve this allegation to the satisfaction of all parties, the managing director shall seek external advice and report back with the findings.
8. Identified conflict of interest or potential conflict of interest in regards to service issues/operational issues is managed by use of F041 and in discussions with Senior Coordinator, Office Manager and Advisory Committee.
9. Identified conflict of interest or potential conflict of interest in regards to financial issues is managed by use of F041 and in discussions with in-house accountant, external accountant and shareholders.
10. Identified conflict of interest or potential conflict of interest in regards to legislative / legal issues is managed by use of F041 and in discussions with Legal Advisor, Advisory Committee and shareholders.
11. Record in Conflict of Interest Register [R8](file:///G%3A%5CFC%20P%20%26%20P%5CRegisters%5CR001%20REGISTERS%20V1.xlsx)

# DOCUMENTS

[F041](file:///G%3A%5CFC%20P%20%26%20P%5CForms%5CF041%20Conflict%20of%20Interest%20Checklist%20V1.docx) Conflict of Interest Checklist

**F041 - Conflict of Interest Checklist**

This checklist is to be used by the Chair of First Call Nursing at each meeting to record conflicts of interest identified by committee/staff members.

Completed checklists should be stored with the minutes of each meeting.

**After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.**

**Date of Meeting: / / 200**

**Name of Member** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Issue of Conflict** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **Note the disclosure of the conflict of interest and the decision of the Committee/management on how to deal with this conflict.**

**Record Response** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* **Ensure that the minutes record the declaration of interests declared at this meeting**

**Dated the** \_\_\_\_\_\_\_\_\_\_\_ **day of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**200**\_\_

**Signed Position**

Document in Meeting Minutes and Record in Conflict of interest Register R8