

POLICY & PROCEDURES

COUN-01: CONFLICT OF INTEREST

PREAMBLE

Individuals who conduct business on behalf of PEAC must be committed to the values of the organization, one of which includes the belief in transparent, consistent and fair practices. In support of this value and good practices, PEAC strives to avoid conflict of interest or the appearance of conflict of interest in all aspects of its activities.

1.0 POLICY

- 1.1 A conflict of interest exists when conditions or circumstances could preclude or interfere with an individual's capacity to conduct himself or herself or to make decisions objectively, OR be seen to have precluded or interfered with that individual's capacity to make decisions objectively. Such conditions or circumstances may include but are not limited to situations when an individual:
 - is an employee of the institution being accredited
 - is serving or has recently served in the capacity as a consultant, clinical or honorary faculty member of the institution being accredited
 - has a monetary or personal interest in the outcome of an accreditation decision for institution being accredited
 - has or has had close personal or professional relationships with individuals in the program at the institution being accredited
 - has a member of his or her immediate family that is involved with the education program of the institution being accredited as a student, staff or faculty member
- 1.2 Individuals who participate in any aspect of PEAC activities are expected to recognize relationships in which they may have an actual, potential, or perceived conflict of interest and disclose such conflicts to PEAC.
- 1.3 Education programs may identify conflicts of interest that potentially exist in the selected members of the Peer Review Team (PRT).

2.0 PROCEDURES

- 2.1 PRT members are required to review the Conflict of Interest policy (COUN-01) and complete a Conflict of Interest Declaration (FORM-07) prior to participation in an accreditation review.
- 2.2 Prior to or during discussion at any PEAC meeting, the Conflict of Interest policy is included on the agenda, and reviewed. Any member who perceives him or herself to be in a potential conflict of interest must immediately inform the Chair of the meeting of the existence of such a conflict.
- 2.3 A PEAC member who is a faculty member of a program for which accreditation status is being considered must declare a conflict of interest, and will be excused from the meeting during the discussion regarding determination of the program's accreditation status.
- 2.4 A PEAC member who was a PRT member for the review of the program for which accreditation status is being considered may participate in the discussion to clarify the PRT report and to answer questions. The member must avoid adding any new information during the meeting, and must abstain from voting regarding the program's accreditation status.

Policy Number: COUN-01	
Date of last revision	Associated documents
<i>Aug 2001</i>	PEAC Member Handbook
<i>May 2012</i>	FORM-07 Conflict of Interest Declaration
<i>June 2013</i>	ACC-01 Accreditation Decisions
<i>April 2014</i>	PRT Handbook