

## **Conflict of Interest**

### **1. Introduction**

Our programme involves partnership with scientists, healthcare professionals, public engagement and education experts who work together to deliver the courses and conferences.

Openness and accessibility is a key element of the ethos of the programme. This ethos dictates that there must be clarity and impartiality in the choice of teaching materials, programme development and the selection of instructors, speakers and participants.

A conflict of interest is where a personal benefit can be gained (or be perceived to be gained) influencing decisions made. These can include, but are not limited to, a financial or personal benefit to promoting a particular company or product, or loyalty to a friend or relative.

2. **Who this document applies to:** course instructors and assistants; conference and retreat committee members; online course educators; all referred to hereafter as 'stakeholder'.

### **3. Procedure:**

- a. It is the responsibility of the individual to disclose any conflict of interest or link that could be perceived to be a conflict of interest during event planning meetings, or by email to the main organiser from the courses and conference programme. The potential conflict must be disclosed a minimum of six months before the event start date, or as soon as it arises. The team will prompt the topic as an agenda item at planning meetings.
- b. The possible conflict will be assessed by the Head of courses and conferences and the lead for the given event, taking advice from our Steering Group members, if needed. A decision will be made as to whether it is a conflict of interest and detrimental to the programme.
- c. In this case of a conflict, or perceived conflict of interest, judged as stated in b above to be detrimental to the event or programme, the stakeholder will not be allowed to proceed, and alternative arrangements will be discussed. If the conflict, or perceived conflict is judged not to be detrimental, it will be declared in the relevant course manual or abstract book, in keeping with the spirit of transparency and openness of the programme.
- d. Any disputes will be resolved by the Steering Group who meet four times a year.
- e. If the example is brought to the attention of the Head of courses and conferences with insufficient notice for a SG meeting, then the Head's decision is final.

#### 4. Examples:

- a. Industrial stakeholder
  - i. She/he may not promote that company or their products in the main teaching materials/practicals /programme of speakers unless it forms a balanced part of the programme with representatives from other companies
  - ii. The programme balance will be assessed by the lead (and Head of courses and conferences, if necessary).
- b. Academic/clinical stakeholder
  - i. who wishes to promote instructors/assistants/speakers from companies in which they have a financial or other interest
    - 1. She/he must disclose the relationship
    - 2. Alternative people must be suggested
    - 3. The course/conference lead and the rest of the committee will determine whether the associated colleague brings significant benefits to the event
  - ii. who moves into industry, or has shares in or owns a company, and wishes to teach materials from that company on courses
    - 1. She/he should notify the course/conference lead as soon as possible.
    - 2. She/he may not promote that company or their products in the main teaching materials/practicals
    - 3. She/he may give a seminar or demonstration if agreed by the lead and the rest of the committee, and if the timetable permits
- c. A stakeholder promotes their relatives as instructors/assistants/committee members/speakers
  - i. She/he must disclose the relationship
  - ii. Alternative people must be suggested
  - iii. The course/conference lead and the rest of the committee will determine whether the relative brings significant benefits to the event

5. This policy will be reviewed every 2 years by the Steering Group