

HOSPITAL PLAY SPECIALIST REGISTRATION COUNCIL (HPSRC) CONFLICT OF INTEREST POLICY AND PROCEDURES

PURPOSE

The purpose of this document is to define processes to manage conflicts of interest (COI) and thereby protect the integrity of the Hospital Play Specialist Registration Council (HPSRC) decision making process, to enable stakeholders to have confidence in the integrity of both the HPSRC and of the Hospital Play Specialists Association (HPSA) Executive (as the governing body), and protect the integrity and reputation of HPSRC and HPSA Executive members.

DEFINITION

A conflict of interests exists for a member if the member's interests or duty in any matter conflicts, or may conflict, with his or her duty to the HPSRC. Examples would include (but are not limited to) situations where an HPSRC member:

- May stand to gain professionally or personally (whether or not this involves financial gain) from a decision
- Has had a role in providing guidance and support (including preceptoring and/or supervision) in the professional development of the applicant.

POLICY

All HPSRC members and the External Advisor will strive to avoid any conflict of interests between the interests of the HPSRC on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interests as well as perception of conflict of interests.

When a conflict of interest exists for a member:

- That member must declare the nature of the conflict or the potential conflict at the earliest possible opportunity;
- The member must not take part in deliberations or decision-making in relation to the conflict of interest.
- The member must not be counted in the quorum required for decision-making on the matter for which he or she has the conflict of interest¹.

PRINCIPLES

- All members of the HPSRC (including the External Advisor) and of the HPSA Executive will be familiar with the policy and procedures.
- The Policy should be readily available to members of the Hospital Play Specialists Association and any other interested parties.
- Where there is any doubt about a COI, the 'cautionary principle' should be applied. It is always best to take the course of maximum caution. If there is doubt it is best to declare an interest.

¹ A quorum is two of the three HPSRC Members. The External Advisor will not be used to make up a quorum unless two of the three members are affected by conflicts of interest relating to the same applicant.

- Normally the person with the conflict is best placed to recognize the potential COI and therefore declare it. However, anyone may raise the question of a potential conflict of interest and/or request information on the various professional and/or business interests of HPSRC members
- All members and External Advisor will be familiar with the policy and procedures. It is important that all accept that a COI policy is not a matter of embarrassment or personal attack but is there to protect both the Registration Council and the individual's integrity.
- This policy is meant to supplement good judgment, and members of the HPSRC should respect its spirit as well as its wording.

APPOINTMENT TO HPSRC

- Upon application for appointment to the HPSRC, each individual must make a full, written disclosure of all professional and business interests. In the case of an appointment as External Advisor, the candidate must make the same full disclosure prior to confirmation of the appointment.
- A Register of Interests will be maintained and jointly held by the HPSRC and HPSA Executive.
- If there is a material change in a member's interests at any time during their appointment, this must be advised to the HPSRC and the Hospital Play Specialists Association executive at the earliest possible opportunity, and the Register updated.

PROCEDURES FOR HANDLING APPLICATIONS

1. Prior to each round of assessments an Agenda will be sent out listing specific applicants by name and location/dhb. This agenda will include the Register of Interests at that date.
 - 1.1. On receipt of the agenda, any potential COI by an individual must be declared to the other two Registration Council members.
 - 1.2. If there is uncertainty about whether a COI exists, advice should be sought from the External Advisor before applications are distributed.
 - 1.3. Where a COI is confirmed, the COI policy must be followed from this point. Documentation relating to the affected applicant must not be distributed to, read, or discussed by, the HPSRC member concerned.
 - 1.4. If the person distributing the material has a COI in relation to any applicant then they must act ethically in the spirit of this COI policy and refrain from reading the material concerned.
2. At each meeting of the HPSRC for general business or consideration of applications for Registration:
 - 2.1. The first item will be an update of the Register of Interests. As well, each individual member of the Council must declare any COI or potential COI in relation to the business on the Agenda.
 - 2.2. If a previously undisclosed potential COI is identified in the course of a meeting or activities, then addressing this should take precedence over any other business.
3. Reports from the HPSRC to the HPS Assn Executive will routinely include an updated Register of Interests.
4. Records of decisions on individual applicants will include the names of those HPSRC members who participated and of any HPSRC member(s) who absented themselves under the COI policy.
5. If a decision is made knowingly in contravention of this policy then any actions that followed could be ruled invalid.

Date adopted: 8 November 2012

Review date (HPSRC/HPSA Executive): November 2015