

Conflicts of Interest and HETI CPD Home Procedure – Information

The NSW Health ‘*Conflicts of Interest and Gifts and Benefits Policy*’ is applicable to all HETI operational and organisational business. This policy is designed to protect the integrity of the public health system and its staff, providing clear procedures in relation to conflicts of interest and gifts and benefits. All staff are expected to avoid actual or perceived conflicts of interest and must not accept gifts or benefits of a non-token value.

As per the policy, any staff involved in the support, assessment or governance of CPD Home must perform their duties in a fair and unbiased way and not make decisions which are affected by self-interest or personal gain. In the instance that, in the course of business, an organisation or Member is known to HETI staff, this relationship should be disclosed. If there is an actual or perceived conflict of interest, an alternative HETI staff member may be asked to undertake the provision of support, assessment or decision making.

Areas where CPD Home may identify conflicts of interest

CPD Home Member Support Services

Staff providing services of CPD Home, including advice, administrative support and communications, have a responsibility to identify actual or perceived conflicts of interest with any Member they are assisting.

Audits

Staff and Assessors must ensure that policy regarding the random audit function of CPD Home are followed. When undertaking the assessment of Member portfolios, any actual or perceived conflict of interest through knowledge of the Member must be documented and recorded with the Clinical Chair; CPD Home.

Assessment of CPD content

HETI staff responsible for undertaking assessment of CPD content must disclose any past or current relationships with a provider of CPD Home content. This may include a relationship with the organisation and/or any individuals that have developed or presented education. Any actual or perceived conflict of interest must be reported to the Clinical Chair; CPD Home. No assessment or decision should be made by a staff member unless this conflict of interest has been disclosed.

Reconsideration, Review and Appeals

Any staff member involved in, or requested to be involved in, a reconsideration, review or appeals process for CPD Home should immediately disclose and report to the Clinical Chair; CPD Home any relationship (past or present) with the CPD Home Member involved.

CPD Home Council

Members of the CPD Home Council, on receipt of an agenda, must report to the Chair in advance of the meeting any item that contains an organisation or Member that may present an actual or perceived conflict of interest.

During a meeting, if an organisation or CPD Home Member that is known to the CPD Home Council Member is raised, they must immediately report an actual or perceived conflict of interest.

Managing conflicts of interest

The Senior Program Coordinator is responsible for documenting the receipt and outcomes of disclosures of conflicts of interest reported to them by HETI staff in the NSW Ministry Conflicts of Interest Register. This position is also responsible for identifying risks specific to the business of CPD Homes and putting measures in place to address these. For CPD Home, these measures may include (but are not limited to):

- Staff being requested to not have direct involvement with specific CPD Members
- Independent analysis of random Audit
- Assessors being requested to not have direct involvement with CPD Members or organisations providing CPD Home content
- CPD Home Council members being asked to remove themselves from agenda items or being excluded from voting when conflicts of interest are disclosed