



ACC.P.04: CONFLICT OF INTEREST

Activity Sphere: Standards

Last Revised: February 2023

Activity: Entry-level education

Subactivity/task: Academic Accreditation

POLICY

1. The Canadian Association of Occupational Therapists (CAOT) accreditation process is based upon integrity and a fair consistent evaluation. Disclosure of conflict of interest is required to support this principle (Cross reference Operating Principle IM.03: Personal Information).
2. All members of the Academic Credentialing Council (ACC) and Academic Accreditation Reviewer Registry have an obligation to declare to the Canadian Association of Occupational Therapists (CAOT) any conflict of interest and decline from any activities where this conflict may exist.
3. When the names of the Review Team members are provided to the occupational therapy educational programs scheduled for an accreditation review, the programs have the opportunity to request alternate chairs or members should there be some question regarding conflict of interest. The conflict of interest must be described in terms of potential compromise of the evaluation.
4. Examples of conflict of interest may include the following. The reviewer is:
 - a graduate of the program or university under review within the past 7 years;
 - a faculty member of the program within the past 7 years;
 - a paid consultant, clinical or honorary faculty to the program within the past 7 years;
 - a monetary or personal interest in the outcome of an accreditation of the institution being accredited, including being a major donor;
 - a close working relationship with a core academic faculty of the program (e.g. current supervision of a graduate student; grant)
 - an immediate family member involved with the education program of the institution being accredited either as a student, staff or faculty member
5. Where there is a question about whether a possible or potential conflict of interest exists, the reviewer or university will approach the Director of Standards and a management plan may be put in place (e.g. remove reviewer from specific interview, declaration at introduction of each interview).



PROCEDURES

Reviewer procedures:

1. Review team members are required to review policy ACC.P.04: Conflict of Interest and complete a Conflict of Interest Declaration prior to participation in an accreditation review. The signed declaration becomes part of the CAOT accreditation file.
2. When a conflict of interest has been assessed to not threaten the quality of the review, a management plan will be required and will be developed with the Director of Standards. A plan may include opt-out of meeting/interview attendance (On-Site visit), or declaration of conflict or perceived conflict to interviewees at an On-Site visit. The Director of Standards will provide the plan to the director or head of the program under review prior to the review.

After the review, ACC procedures:

3. Prior to or during discussion at any Academic Credentialing Council (ACC) meeting, the Conflict of Interest policy is included on the agenda and reviewed. Any member who perceives themselves to be in a potential conflict of interest situation must immediately inform the Chair of the meeting of the existence of such a conflict.
4. During the discussion to determine the program's accreditation status, an ACC 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.
5. An ACC member who was a Review Team member for the review of the program for which accreditation status is being considered may participate in the discussion to clarify the 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 as part of the ACC or part of the CAOT board of Directors.
6. There may be conflict of interest situations that are less obvious and all questions should be directed to the Director of Standards who can consult with the Chief Executive Officer. Full disclosure ensures the integrity of the accreditation process.



CONFLICT OF INTEREST DECLARATION

Review Team Members

Name:

Name of program being accredited:

Date of onsite review:

I have read the ACC Conflict of Interest Policy (ACC.P.04). I have carefully reviewed my own situation:

- I am not a graduate of the program or university under review within the past 7 years;
- I am not a faculty member of the program within the past 7 years;
- I am not a consultant or clinical or honorary faculty to the program within the past 7 years;
- I do not have a monetary or personal interest in the outcome of an accreditation of the institution being accredited, including being a major donor;
- I do not have a close working relationship with a core academic faculty of the program (e.g. current supervision of a graduate student; grant)
- I do not have an immediate family member involved with the education program of the institution being accredited either as a student, staff or faculty member.

To the best of my knowledge and belief, I do not have a potential conflict of interest with my duties as a Peer Review Team member for this accreditation review. **Please check one:**

____ No, I do not have a conflict.

____ Yes, I have a **potential conflict**: if you note a potential conflict, please describe here and discuss with Director of Standards.

Signature

Date



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Revised	Agenda item	Policy and/or Procedures
February 2023	B.23.02.C.09	Procedures only
February 2020	B.20.02.C.07	Procedures
June 2017	B.17.06.C.08	Policy and procedures
June 2012	B.12.06.6.2	
November 2003	B.03.11.7.1.2	
Approved	B.96.11.8.1.7	Ref. to old policy: 8206

Related documents:

- Operating Principle IM.03: Personal Information.