



OCCUPATIONAL THERAPIST ASSISTANT AND PHYSIOTHERAPIST ASSISTANT EDUCATION ACCREDITATION PROGRAM

POLICY & PROCEDURES ACC-02: CONFLICT OF INTEREST¹

PREAMBLE

Individuals who conduct business on behalf of OTA & PTA EAP 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, OTA & PTA EAP 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 preclude or interfere with an individual's capacity 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 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 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 either as a student, staff or faculty member
- 1.2** Individuals who participate in any aspect of OTA & PTA EAP activities are expected to recognize relationships in which they may have an actual, potential, or perceived conflict of interest and disclose such conflicts to the OTA & PTA EAP.

¹ Adapted from Physiotherapy Education Accreditation Canada

- 1.3 Education programs participating in accreditation reviews have the responsibility to identify conflicts of interest that may exist with members of the reviewer pool who are chosen as members of the Peer Review Team (PRT).

2.0 PROCEDURES

- 2.1 Prior to or during discussion at any Joint Accreditation Committee (JAC) 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 situation must immediately inform the Chair of the meeting of the existence of such a conflict.
- 2.2 Peer Review Team members are required to review the Conflict of Interest Policy (ACC-02) and complete a Conflict of Interest Declaration (FORM-09) prior to participation in an accreditation review.
- 2.3 A JAC 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 to determine the program's accreditation status.
- 2.4 A JAC 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.
- 2.5 If a JAC member identifies a conflict of interest situation regarding an education program, the JAC member will not be assigned as Primary Reviewer.

Policy Number: ACC-02	
Date of last revision	Associated documents
<i>November 2012</i>	Program Accreditation Handbook
<i>February 2013</i>	PRT Member Handbook
<i>November 2014</i>	Form-09 Conflict of Interest Declaration
	ACC-03 Accreditation Decisions