

**NATIONAL SURGICAL COMMISSIONING CENTRE**

## Conflict of Interest guidance

1. **Introduction**
	1. The Royal College of Surgeons of England works to avoid actual and potential conflicts of interest where possible.
	2. The purpose of this document and the attached declaration is to promote transparency and accountability in the work of The Royal College of Surgeons and associated Surgical Speciality Associations involved in development of surgical commissioning guidance and to take steps to avoid any conflict of interest arising as a result of any individual’s personal circumstances or membership of, or association with, other organisations.
	3. Individuals involved in the work of the developing and reviewing commissioning guidance are asked to complete the declaration below. Declaring a conflict of interest does not imply that the individual has been influenced by his or her secondary interest. It is intended to make interests (financial or otherwise) more transparent and to allow others participating in the work to have knowledge of the interest when considering the individual’s contribution.
2. **How to identify a conflict**
	1. A conflict of interest is any situation in which an Individual’s personal interests or interests they owe to another organisation and those of the commissioning guidance arise simultaneously or appear to clash.
	2. When deciding if an interest is relevant, Individuals must consider if there is a risk that the interest could be perceived as biasing their decisions in relation to the work of the development of the particular guidance. If there is any doubt whether to register an interest they should consult the Secretariat for guidance.
3. **When to declare a conflict**
	1. Individuals will be asked to declare all conflicts of interest on appointment and then annually. The information provided will be held at the College for a period of three years.
	2. Individuals will also be asked to declare at the beginning of each meeting any private interest they have which relates to an item which is due to be discussed. Their involvement in further discussions on that item will be at the discretion of the Chairman.
	3. Declarations of interest and any subsequent withdrawal from discussions will be recorded in the minutes.

July 2015

NATIONAL SURGICAL COMMISSIONING CENTRE

This completed form should be returned to the College to [mhow@rcseng.ac.uk](file:///C%3A%5CUsers%5CSMB%20Fernandez%5CDownloads%5Cmhow%40rcseng.ac.uk)

## **Conflict of Interest Declaration**

Full Name:

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Title/Position:

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1. Have you at any time accepted income or gifts from an organisation which might be perceived in any way to gain or lose from your involvement in the work of the commissioning guide development group? (Tick any that apply and add details)

|  |  |  |
| --- | --- | --- |
|  | **Delete As Appropriate**  | **If YES Please Specify** |
| Funds for a member of staff  | YES/NO |  |
| Fees for consultancy | YES/NO |  |
| Funds for research | YES/NO |  |
| Fees for speaking at meeting/symposium | YES/NO |  |
| Sponsorship for attending a meeting | YES/NO |  |

1. Have you at any time been employed by an organisation which, it may be reasonable to assume, might in any way gain or lose from your involvement in the work of the commissioning guide development group?

|  |  |
| --- | --- |
|  **Delete As Appropriate** | **If YES Please Specify**  |
| YES/NO |  |

1. Do you hold stocks or shares, patents (planned, pending or issued) or receive royalties from an organisation which, it may be reasonable to assume, might in any way gain or lose from your involvement in the work of the commissioning guide development group?

|  |  |
| --- | --- |
| **Delete As Appropriate** | **If YES Please Specify**  |
| YES/NO |  |

1. Do you have any other competing financial interests (including personal partner/close family member interests)?

|  |  |
| --- | --- |
|  **Delete As Appropriate** | **If YES Please Specify** |
| YES/NO |  |

1. Do you have any other interests not covered by the above categories? (e.g. Trusteeships, governorships, board level memberships of other positions of influence/authority)

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Signature:

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|  |

Date:

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The College will not use information on this form for any other purpose than the register. The register will be kept in manual and computer form in accordance with the Data Protection Act 1998.