

**The Canadian Council for Accreditation of Pharmacy Programs  
Le Conseil canadien de l'agrément des programmes de pharmacie**

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### **CONFLICT OF INTEREST POLICY**

#### **PURPOSE:**

- To ensure the proper handling of real, potential or perceived conflicts in order to protect the integrity of CCAPP or its representatives.
- To facilitate transparency and accountability by CCAPP representatives who have relationships within education or pharmacy professions where those relationships and subsequent interactions may be interpreted as a potential, perceived or real Conflict of Interest.

CCAPP Representatives have an ongoing duty to recognize and make full disclosure to the Executive Director (for Board Members) or to the Chairperson of the Accreditation Committee for Pharmacy Technician Programs (for ACPTP Committee members), or to the Board (for Executive Director or the ACPTP Committee Chairperson), of any potential, perceived or real Conflicts of Interest for determination in advance of taking any action that gives rise to the Conflict of Interest or, if it could not be foreseen, immediately upon becoming aware of the potential Conflict of Interest.

CCAPP Representatives may be directed by the Executive Director at any time to complete and submit a Conflict of Interest declaration in writing, and if so directed, must comply.

#### **RECUSE:**

Taking action to remove, abstain, or absent oneself, or otherwise to not participate in a program review or any matter of the committee because of an actual or perceived conflict of interest.

Recusal requires a member:

- to be physically absent from discussion on the matter under review; and
- to not participate in any vote on the matter,
- to not attempt to influence other members of the survey team or decision-making body in advance of the discussion or vote.

#### **WHAT MIGHT BE CONSIDERED CONFLICT OF INTEREST**

- Has any other relationship with the institution whose program is under review, as a result of which the participation of the person in the functions of the decision panel may directly or indirectly confer a benefit on the said institution.
- A situation in which a CCAPP Representative has a private interest or a relationship with a related person that creates, either in appearance or in reality, a perceived or real opportunity for improper influence in the performance of their duties and responsibilities to CCAPP. This would include all situations which would cause an independent observer to reasonably question whether the professional actions or decisions of the CCAPP representative are compromised by considerations of personal gain, financial or otherwise.
- Programs with overlapping catchment areas for student applications, for recruitment of practice experience sites, or for recruitment of faculty and instructors.
- A member or student of the institution within the past five years (including collaborative research programs).
- Has family members who are employed by, or are students enrolled at, the institution whose program is under review.
- A spouse or immediate family member, close friend of the instructors or administrators of the program.
- Has been paid as a consultant during the previous two years or has received an honorary degree from the institution whose program is under review.