

Faculty of Pharmaceutical Medicine Appraisers - Declaration of Interests Policy

This policy applies to Faculty Revalidation Appraisers and should be read in conjunction with the Appraisers' Declaration of Interests Form. This policy is an adapted version of the Faculty Declaration of Interests policy 2009.

Purpose of the policy

This purpose of this policy is to provide a mechanism through which potential conflicts of interest between appraisers and appraisees can be identified, managed and recorded.

Potential conflicts of interest may arise where an individual's personal or professional interests and/or loyalties may conflict, or be perceived to conflict, with those of their appraiser or appraisee. Such conflicts may create problems as they may;

- inhibit free discussion at the appraisal;
- have a negative effect on the effectiveness of an appraisal;
- risk an impression of bias;
- be perceived by others as inappropriate leading to a negative impact on the reputation of individuals or of the Faculty
- may provide grounds for an appraisal output or a revalidation recommendation to be re-examined

The aim of this policy is to protect both the organisation and the individuals involved from such situations.

Register of interests

The Faculty will maintain a register to record the relevant business and professional interests of all appraisers. Appraisers are required to complete a form which is provided for the purpose of declaration. The form lists the types of interest that should be declared. This list is not exhaustive and if individuals have interests not specified in the form, but which they believe could present a potential or perceived conflict of interest either now or in the future, these should also be declared. Nil returns should also be submitted.

Relevant interests of family members or close associates should also be declared if these might have an impact on the appraisal process. This would generally include spouse, partners, parents, parents-in-law, children and children's partners.

To be effective, the entries on the register of interest should be reviewed and updated at least annually and also when any changes occur. It is the responsibility of individuals to ensure that their own register entry is kept up to date and that a revised form is submitted when requested by the Faculty.

If individuals are not sure what to declare, or whether / when a declaration needs to be updated, they are asked to contact the Faculty Responsible Officer or Chief Executive for confidential advice. It is recognised that those working as independent consultants may have a number of clients, perhaps on a short term basis. It is recommended that individuals declare those interests that they feel might potentially cause a conflict with their role as an Appraiser.

Access to the register and to information within in

The register of interests which will be maintained by the Chief Executive. The Responsible Officer and Revalidation Administrator will have access to the register on a day-to-day basis to assist with appraisal allocations. The register will also be accessible upon request by a trustee of the Faculty.

Please note that information provided by Appraisers on the form will be made available to appraisees once a provisional appraisal allocation has been made. This will allow the appraisee an opportunity to identify any potential conflicts of interest which would not be known by the Faculty.

Management of Potential Conflicts of Interest

If a potential conflict of interest is identified between a provisionally allocated appraiser and appraisee this should be brought to the attention of the Revalidation Administrator or the Responsible Officer. Not all potential conflicts of interest will require a re-allocation to take place but, in all situations, a formal declaration of the potential conflict of interest must be recorded by the Faculty and the appraiser and appraisee. In situations where a potential conflict of interest has resulted in an inappropriate match being made the Faculty will allocate an alternative appraiser.

Should a previously un-detected potential or actual conflict of interest become apparent prior to, during or after an appraisal meeting this should initially be discussed between the appraiser and appraisee. The Revalidation Administrator or Responsible Officer should be advised as soon as is practical regarding the steps that have been taken to manage the conflict of interest. Depending upon the circumstances, a re-allocation of appraiser may be the most appropriate course of action.

The Responsible Officer may refer any concerns regarding conflicts of interest that he or she has not been able to resolve for resolution through the Revalidation Executive Committee.

Reference Documents:

Faculty Appraisal Policy

Faculty Appraiser Agreement Policy

Faculty of Pharmaceutical Medicine

Faculty Appraisers - Declaration of Interests Form

Name:	
FPM Role:	FPM Appraiser
Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your family or some other close personal connection. Please attach additional sheets if required. Nil Returns must be submitted.</i>
Employer/s and/or clients <i>(current and/or previous if you continue to have a financial interest)</i>	
Other relevant professional interests <i>(for example this might include your work in specific therapeutic areas)</i>	
Any other conflicts that are not covered by the above	
<p><i>To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary and to review the accuracy on at least an annual basis. I will declare any conflict of interest which arises in connection with an appraisal including any that I have not previously declared on this form. I give my consent for the Faculty to use this information for the purposes described in the FPM Appraisals Declaration of Interest Policy and for no other purpose. I understand that this information will be made available to appraisees once a provisional appraisal allocation has been made.</i></p>	
Signature:	
Date:	

Please return form to:

The Chief Executive, Faculty of Pharmaceutical Medicine, 3rd Floor, 30 Furnival Street, London EC4A 1JQ