



## **AHVAP Conflicts of Interest Policy For Potential Volunteers, Board Members, or Staff**

### **Background:**

When the Association of Healthcare Value Analysis Professionals (AHVAP)) Board of Directors are acting in their official capacities, their actions and decisions should be based on what they honestly and reasonably believe to be in the best interests of the Organization. Legally and ethically, this is what is expected of each Board member as well as the AHVAP Board members and other constituencies. If an outside interest influences the judgment of a Board member, the AHVAP Organization may suffer harm directly from an ill-advised decision or inappropriate behavior. But the AHVAP Organization can be harmed equally, if not more so, by creating a perception among members and others of inappropriate decision-making. Especially for a nonprofit organization, reputation can be an invaluable asset. Therefore, even if a volunteer leader believes that he or she can exercise independent judgment despite a conflict, and even if the official does so, the perception that another interest or relationship may inappropriately influence their decision can be detrimental to the AHVAP Organization.

It is important to note that conflicts of interest are not inherently illegal or unethical, nor should they be interpreted as reflecting upon the integrity of any Association official. Further, it is not the purpose of a conflict-of-interest policy to prevent volunteer leaders from having business or other relationships. Instead, it is the way a conflict is addressed that determines the propriety of the situation.

### **Definition Of “Conflict of Interest”:**

A conflict of interest may exist when a AHVAP Board of Directors, Staff Member, Contractor, or Volunteer member has a direct or indirect business, professional, or personal situation or relationship that might influence—or that might be perceived to influence—the judgment or actions of the volunteer or staff when serving the AHVAP Organization.

## **Administrative Policy Manual:**

Conflicts of interest may arise under numerous scenarios, including but not limited to:

- Receiving compensation (e.g., consulting fees, speaking, or writing honoraria, etc.) from a company offering products or services related to the interest of the AHVAP Organization.
- Through conducting business or awarding paid services through a close family member or a business associate.
- Receiving gifts, gratuities, free trips, personal property, or any other item of value from any outside person or organization as an inducement to do business or provide services.
- Making a profit or perceived monetary gain in any way from non-approved business interests from their affiliation with AHVAP.
- Making attempts to convince other board members or staff of AHVAP of their personal beliefs, values, or commitments after requested not to do so.
- Development or participating in activities that will create or deliver CHVAP certification preparatory materials for another entity.
- Inappropriate usage of official AHVAP titles or representation (i.e., AHVAP President, Treasurer, Director at Large, etc.) or organizational representation for perceived or actual personal influence and commercial gain.

## **Disclosure:**

The most fundamental concept in the area of conflicts of interest is disclosed. AHVAP covered officials subject to this Conflict-of-Interest Policy must disclose all conflicts as defined above. It should be noted that the definition of conflict of interest adopted in this Policy includes any relationship that might influence or that might be perceived to influence the actions or decisions of AHVAP. Finally, all those covered by this Policy must bring to the AHVAP Board of Directors any conflict or perceived conflict of any other AHVAP Organization member also subject to this Policy. This document must be submitted to the AHVAP Office annually by January 1. At the beginning of each official AHVAP function, all Covered Officials are required to declare/disclose all additional or new real or perceived Conflicts-of-Interest immediately after the meeting is called to order by the appropriate Officer or Staff Member.

## **Covered Officials:**

The following are subject to the AHVAP Conflict of Interest Policy:

- Board of Directors
- AHVAP Staff
- AHVAP External Contractors if appropriate firewalls (e.g., Confidentiality Disclosure Agreement, dedicated client team, etc.) are not satisfactorily in place
- AHVAP Committee Members

### **Effect of a Conflict or Perceived Conflict:**

Once a conflict of interest arises, in addition to disclosure, the person with the conflict should use their best judgment as to whether and to what extent they should recuse themselves from deliberations, voting, decision making, and other participation concerning the matter, and whether they should resign from an office or position. In making this determination, the best interests of the Association should be the sole criterion. The Board of Directors may require full or limited recusal or other measures, including resignation from the AHVAP Organization office or position. AHVAP will take all necessary steps to protect the organization's intellectual property.

### **Accountability:**

As an elected official of the Association and duty to represent the stakeholders of the AHVAP Organization, Covered Officials shall lead by example and be accountable for the obligation of executing their office in a high standard of ethics and without the violation or perceived violation of the Conflict-of-Interest Policy. Members and Certificants of AHVAP deserve and should expect the AHVAP Covered Officials to hold themselves accountable and to serve the stakeholders and public in a capacity that is professional, ethical, and with the integrity the office of serving on the Board mandates.

### **Violation of this Policy:**

Violations of this Policy may result in removal from the AHVAP Board of Directors or Committee or up to ethics review or termination of employment/assignment for AHVAP staff or their designee.

## Conflict of Interest Declarations

All persons who serve as volunteers, elected officers, or staff members of the Association of Healthcare Value Analysis Professionals are required to fully disclose current and recent financial relationships with competing organizations and/or commercial interests. Financial relationship is defined as being a shareholder, consultant, grant recipient, research participant, employee, and/or recipient of other financial or material support. Recent financial relationships are defined as **within the past 12 months** before the term of service to AHVAP. In addition, **AHVAP Covered Officials may not Serve as a reviewer, author, editor, or consultant for any tasks related to preparation for the CVAHP exam for 24 months after the completion of the term of service to AHVAP.** Note that Academic Professionals may deliver generic healthcare-related value analysis course content in academic courses as long as the content is not positioned, developed to, or conveyed to students as preparatory for the CVAHP exam.

### Non-Declaration Statement:

I, \_\_\_\_\_, declare that I currently do not have a financial relationship with an external commercial interest that may pose a direct or indirect conflict with the Association of Healthcare Value Analysis Professionals.

### Declaration Statement:

I, \_\_\_\_\_, declare that I currently have a financial relationship with an external commercial interest that may pose a direct or indirect conflict with the Association of Healthcare Value Analysis Professionals.

### Samples of Conflict-of-Interest Activities could include but are NOT limited to the following examples:

- Currently Serving on another Board of Directors for an organization that may potentially compete with the interests of AHVAP.
- Currently Serving on a committee with another organization that is preparing certification preparation materials for the CVAHP exam.
- Currently Serving as a reviewer, author, editor, or consultant for any tasks related to preparation for the CVAHP exam outside of official AHVAP exam committees. Note that Academic Professionals may deliver generic healthcare value analysis-related course content in academic courses as long as the content is not positioned, developed to, or conveyed to students as preparatory for the CVAHP exam.

- Having a commercial interest in the form of receiving honorarium, consulting, grants/research support, stock shareholder, speaker’s bureau, as an employee, or other financial or material enticements with a potentially competing organization.

Please complete the following table and identify your perceived or real Conflicts-Of-Interest below individually by placing an “X” in type of relationship (s) for each potential conflict. \*:

	Conflict #1	Conflict #2	Conflict #3	Conflict #4
<b>Name of Conflict</b>				
<b>Date of Relationship</b>				
<b>Honorarium</b>				
<b>Volunteer</b>				
<b>Grants/Research Support</b>				
<b>Other Financial or Material Enticements</b>				
<b>Speaker’s Bureau</b>				
<b>Employee</b>				
<b>Consultant</b>				
<b>Other:</b>				

\*Use additional copies of the above table as needed to document each Conflict-of-Interest properly.

**Signature:**

**Date:**

**Date Received by AHVAP Office:**

**Date Reviewed by AHVAP President**

**Date Reviewed by AHVAP Executive**

**Signature of AHVAP President**

**Signature of AHVAP Executive**