



CMLA Policy: Conflict of Interest Guidelines for CMLA Board Members, Application Reviewers, and Staff

Policy:

The Commission for Motion Laboratory Accreditation Board, hereafter the *CMLA Board*, adopts the following procedural standards to avoid actual or perceived conflicts of interest. These standards will be enforced by the CMLA Board.

Guidelines and Procedure:

1. A CMLA Board member or assigned external reviewer (hereafter *member*) will not participate as a member of an accreditation application review panel or vote on an accreditation review if any of the following conflicts exists:
 - a. If the applicant is from an institution from which the member graduated (within the last 3 years) or with which the member or immediate family member is connected (within the last 3 years) as a student, faculty member, clinician, administrative officer, staff member, agent; or job interviewee.
 - b. If the applicant is from another institution in the member's hospital or business system.
 - c. If the applicant is from an institution in which the member or immediate family member has any financial, political, professional or other interests that may conflict with the interests of the CMLA.
 - d. If an institution has identified a member as being in conflict with the institution.
 - e. If the member has personally deemed himself/herself to be in conflict with the institution under review, such as, but not limited to: participation in accreditation or other review activities for other agencies, close personal relationships with individuals at the institution, etc.
2. A member will recuse herself/himself from formal deliberation of her/his own institution and will not participate in any discussions of her/his institution's application with other members while an institution is under review by the CMLA. The ONLY exception in which limited discussion may be permitted may occur when the CMLA Board specifically requests information from the member to clarify aspects of an application in the interest of expediting the application review procedure. This discussion is limited to answering specific questions posed by the CMLA Board, and will only be acceptable if the applicant's specific representative is first contacted and not immediately available to answer said question(s).
3. A member will not act as an external consultant on any topic to an institution that they have reviewed until that institution has been determined to be in compliance with all criteria.

4. A member may be present, in person or via telephone conference, during discussions of an accreditation application from their institution, but they may not participate in the discussion unless they are specifically asked a clarifying question in accordance with item 2 of this policy.
5. A member will not have any formal or informal communication with an applicant regarding CMLA accreditation criteria or private CMLA Board discussion while an applicant's accreditation application is being reviewed, unless they are a member of the application review panel and are specifically seeking clarifying information from the applicant in accordance with item 2 of this policy.
6. Definitions:
 - a. *CMLA member*: a CMLA Board member, staff or lab reviewer.
 - b. *Immediate family*: a spouse, life partner, child, parent or sibling of a CMLA member.
 - c. *Consultation*: the provision of advice on such matters as lab development or evaluation, organizational structure or design and institutional management or financing; however, this term is not meant to exclude provision of short term educational services, e.g., as guest lecturer. Consultation does not include the advice about the accreditation process by Board members.
7. CMLA discretion. Whenever in these guidelines a term is not explicitly defined, the definition of such terms and its potential for creating a conflict of interest shall be at the discretion of the CMLA Board.

Each CMLA Board member will sign the following declaration:

I HAVE READ THE POLICY TITLED CONFLICT OF INTEREST GUIDELINES FOR CMLA BOARD MEMBERS. I UNDERSTAND THE POLICY AND I AGREE TO BE BOUND BY ITS TERMS.

Name _____

Signature _____

Date _____