



Policy - Conflict of Interest - CPD

Policy Domain:	
Policy Area:	
Policy Author:	
Contact:	
Version:	
Approval Details:	
Effective Date:	
Review Date:	
Related Documents:	

1. Purpose

To ensure that the CPD Committee identifies potential conflicts of interest and undue influence from any other part of the CPCA business or from external stakeholders. It must also ensure that interests are appropriately managed through governance processes and oversight of the resourcing, acceptance and management of CPD programs.

2. Policy statement

The CPCA is committed to identifying, recording, and managing conflicts of interest in its governance, and decision making. This applies to CPD program-related functions in terms of:

- Identifying and recording potential conflicts of interest, both internally with regard to influence on management of the CPD Program and externally with regard to influence on material proposed by members as relevant to acceptance as CPD
- Managing the CPD Program through unbiased assessment of members' progress toward achieving the required level of CPD credit
- Providing unbiased guidance and support for members toward achievement of the required annual level of CPD
- Providing unbiased assessment of the validity of CPD material proposed by members as credit toward individual members' annual CPD requirements
- Performing annual unbiased audit of a random sample of members' CPD submissions to assure validity of against CPD Program requirements

3. Responsibility

Implementation and execution of this policy is the responsibility of the CPD Committee. Activities as outlined in the procedure may be delegated by the CPD Committee with all outcomes and actions recorded and reported to the CPD Committee.

4. Scope

This policy applies to all aspects of the resourcing and management of the CPCA CPD program.

5. Procedure

1. All individuals who are required to make decisions regarding management of the CPD Program must comply with the requirements defined in this policy and as guided by the CPD Committee Terms of Reference.
2. Any potential conflict of interest identified by members when undertaking activities intended for submission as CPD must be immediately disclosed to the CPD committee for assessment and determination accordingly.
3. All potential conflicts of interest identified by CPCA members or any identified by CPD Committee or CPCA Board members shall be entered into the Conflict-of-Interest Register.
4. The CPD Committee is authorised to make determinations regarding whether or not a declared or discovered interest conflicts with the intended probity of the CPD Program. This will include any determination relating to validity of material and activities submitted by members as CPD and assessment of practitioner compliance with annual CPD requirements.
5. All entries into the Conflict-of-Interest Register shall be reviewed by the CPD committee for determination of whether or not a conflict arises from that interest.
6. All CPD Program final determinations regarding conflicts of interest must be approved by the CPCA Board.
7. All determinations by the CPD Committee regarding practitioner compliance must be provided to the CPCA Board for approval.

6. Internal Structures or Processes

1. The CPD Committee must manage decision making in alignment with the relevant Terms of Reference.
2. The CPD Committee must report meeting minutes to the CPCA Board.
3. When a determination is unable to be reached or a quorum cannot be formed, the matter shall be escalated to the CPCA Board for determination. This will include determination of whether or not a conflict exists regarding:
 - a. Material submitted by members for acceptance as valid CPD
 - b. The progress of a member toward achievement of the required annual level of CPD
 - c. Any CPD Committee or CPCA Board Member involved in the determination of a specific CPD matter
 - d. Final action for non-compliant members
 - e. Potential support for members
 - f. Agreements with external service providers

- g. Determination of actions required to remove or mitigate against conflicts of interest associated with members' claims for recognition and recording of CPD
4. A committee member who has a material interest in any matter being determined must declare that interest and abstain from involvement in determination of that matter.

7. Examples of Sources of Conflicts of Interest

Conflicts of Interest that could affect the validity CPD validity may arise from:

- A member submitting CPD activity based on material presented by injectable, consumables or device supplier companies
- A member submitting CPD activity based on material presented by them which is funded by injectable, consumables or device supplier companies
- A CPD Committee member having some kind of commercial or other association with injectable, consumables or device supplier companies

Any such interest identified must be declared and recorded on the Conflict-of-Interest Register for determination by the CPD Committee or CPCA Board as appropriate in each instance.

8. Register

1. A Conflict-of-Interest Register will be maintained by the CPD Committee for reference.

9. Supporting Documents / Systems

- Conflict of Interest Register
- CPCA Constitution
- CPD Committee Terms of Reference

10. Review

This policy will be reviewed no less than annually to ensure it remains fit for purpose.

11. Version Control

Version	Date	Changes Made	Approved By
DRAFT	11/09/2022	New document created	
Rev 1	11/4/2023	COI paragraph revised by RK	
Rev 2	12/4/2023	Further document revision by RK	
Rev 3	28/4/2023	Further Document Revision by RK	