

ASCP Board of Registry Conflict of Interest and Confidentiality Policy

Definition

A. Conflict of Interest

A conflict of interest occurs whenever an individual has a direct or indirect interest, financial or otherwise in the outcome of any transaction or matter involving the BOR. A conflict of interest also occurs whenever an individual has a relationship with other parties to the transaction or matter such that the relationship might reasonably be expected to affect the judgment of the individual in the particular transaction or matter in a manner adverse to the BOR.

B. Confidentiality

All information pertaining to an individual's application, individual scores, item banks, contents of examinations, and any other items pertaining to the processing of applications, preparation of examinations or scoring of examination are confidential.

Disclosure Statement – Conflict of Interest

A. All members of the BOG and Committees, consultants, guests, staff and other volunteers are required to sign a disclosure statement of potential conflict of interest as described in Procedure 05.00.

B. If a conflict of interest arises in connection with the activities of any deliberative units within the BOR, the conflict should be disclosed to the other members of the body and the individual should abstain from voting on the matter at issue.

C. Activities with professional associations, accrediting or certifying agencies, consulting firms, or commercial entities relating to certification of medical laboratory personnel should be evaluated for potential conflict of interest by the Executive Director of the BOR.

D. No member or employee of the BOR may participate in any activity, either as a volunteer or for pay, in which there may be a conflict of interest with any activity or responsibility of the BOR.

1. It is essential that the BOR maintain a clear separation of its activities from the accreditation of education and training programs. Therefore, members and employees of the BOR should carefully avoid any participation in the policy making aspects of accreditation of education and training programs.

2. BOG and Committee members, consultants, guests, other volunteers and employees of the BOR should not participate in policy making activities related to laboratory sciences outside of the BOR. These include:

- a.** certification processes
- b.** accreditation processes
- c.** certification or review preparation courses, practice tests, study guides
- d.** proficiency testing

3. Any exceptions to the above must be approved by the Executive Committee

4. A member or employee of the BOR may participate in such activities only as an official representative of the BOR.

E. Individuals who are members of an Examination Committee are not eligible to sit for that committee's examination or qualification until one year after completion of committee service.

Confidentiality Statement

A. All members of the BOG, R&D and Examination Committees, consultants, guests and other volunteers are required to sign a confidentiality statement when their term of office begins.

B. All employees of the BOR are required to sign this acceptance form at the commencement of their employment.

C. Confidential information as defined in 06.01 B may be disclosed only with the permission of the Chair of the Board of Governors or upon approval of legal counsel.