

Confidentiality, Conflict of Interest, and Impartiality Policy Acceptance Form

Guest Name

Guest Organization

6.01 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 BOC. 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 averse to the BOC.

B. Impartiality

Professional judgment is compromised by bias (actual or perceived), conflict of interest, or the undue influence of others.

C. 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 examinations are confidential.

All communication (oral or written) on items under discussion but not approved by the Board of Governors is considered confidential. Information discussed or provided in the Board of Governors' meeting is considered confidential until publicly released.

6.02 Impartiality Statement

BOC management, employees, and volunteers understand the importance of impartiality and the consideration of any potential conflicts of interest to ensure objectivity in all credentialing activities.

The BOC and related bodies shall act impartially in relation to its applicants and credential holders. Decisions will be made in accordance with established policies and procedures, with fairness and accuracy. The certification of individuals is based on objective evidence through a fair, valid and reliable assessment process which is not influenced by other interests or parties. BOC management is committed to identifying and assessing risks in all related BOC activities which may result in a conflict of interest or pose a threat to impartiality.

6.03 Confidentiality, Conflict of Interest, and Impartiality Policy Acceptance Form

- A. All members of the BOC, Exam Committees/Work Groups, consultants, guests, observers, staff and other volunteers are required to sign a Confidentiality, Conflict of Interest and Impartiality Policy Acceptance Form prior to attending any committee/work group meeting (BOC Procedure 5.00)
- B. All international volunteers who receive personal applicant information from the BOC are required to sign a confidentiality statement at the commencement of their association with the BOC.
- C. To preserve impartiality (actual or perceived), if a conflict of interest arises in connection with the activities of any deliberative units within the BOC, the conflict should be disclosed to the other members of the body and the individual should abstain from voting on the issue at hand.
- D. Individuals from 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 BOC prior to making arrangements to attend a BOC meeting.
- E. No volunteer or employee of the BOC 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 BOC.
 - 1. It is essential that the BOC maintain a clear separation of its activities from the accreditation of education and training programs. Therefore, volunteers and employees of the BOC should carefully avoid any participation in the policy making aspects of accreditation of education and training programs.

2. All employees of the BOC are required to sign a Confidentiality, Conflict of Interest and Impartiality Policy Acceptance Form annually.
3. BOG and Exam Committee/Work Group members, consultants, guests, observers, other volunteers and employees of the BOC should not participate in policymaking activities related to laboratory sciences outside of the BOC. These include:
 - a. Participation in other certification committees and/or processes
 - b. Certification or review preparation courses, practice tests, study guides
 - c. Authorship (including editing) of review guides, practice tests, study guides
 - d. Mock Examination reviews
4. Any exceptions to the above must be approved by the Executive Committee
5. A volunteer or employee of the BOC may participate in such activities only as an official representative of the BOC.
- F. Confidential information as defined in 06.01-C may be disclosed only with the permission of the Chair of the Board of Governors or upon approval of legal counsel.
- G. Potential conflict of interest or bias (implicit or conscious) may only become apparent as the work of the BOC develops or personal circumstances change. It is the responsibility of the employee or volunteer to notify the Executive Director of these changes when a perceived conflict of interest may exist.

6.04 Sitting for a BOC Examination

- A. Individuals who are members of an Examination Committee/Qualification Work Group are not eligible to sit for that committee's examination or qualification until three years after completion of committee service.
- B. Individuals that are observers or guests of an Examination Committee/Qualification Work Group meeting are not eligible to sit for that committee's examination or qualification until three years have passed following attendance at the meeting.
- C. Employees of the ASCP Board of Certification or vendors who have access to the examination item banks are not eligible to sit for any BOC certification or qualification examination until three years after their access to the examination item banks has been terminated.

Check box below to indicate no conflict of interest or describe any potential conflicts.

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I have no actual or potential conflict of interest to declare on behalf of ASCP Board of Certification.

Please describe the actual or potential conflict of interest with your activities on behalf of ASCP Board of Certification.

I have read the Confidentiality, Conflict of Interest, and Impartiality Policy of the ASCP Board of Certification (Policy 6.00) dated 10/24 and agree to abide by the terms of the policy.

Signature

Date

Print or Type Full Name

MISSION: Provide excellence in certification of laboratory professionals on behalf of patients worldwide.

VISION: Be the gold standard in global certification for all laboratory professionals.