Conflict of interest processes

There are slightly different processes for different stakeholder groups, as listed below:

1. Assessors/internal quality assurers
2. CIfAQ staff
3. CIfA board members

Each process is described in the following pages.

The conflict of interest review process is detailed at the end of this document.

Conflict of interest **process**

CIfA | Q
QUALIFICATIONS

Assessors/internal quality assurers

Recruitment and induction

The EPAO requests that assessors/IQAs read the documents below and raise any concerns or questions with the ACM:
- EPAO conflict of interest policy document
- EPAO conflict of interest guidance document

Assessors/IQAs complete and submit conflict of interest declarations

The EPAO records details in the COI log and stores declarations

The EPAO monitors responses in declarations and:
- identifies and takes any necessary mitigating action
- records activity in the conflict of interest log

Ongoing

Training on conflict of interest declarations is included as a standing item at standardisation training.

Assessors/IQAs complete and submit conflict of interest declarations at each new allocation.

The EPAO records details in the COI log and stores declarations

The EPAO monitors responses in declarations and:
- identifies and takes any necessary mitigating action
- records activity in the conflict of interest log

Conflict of interest **process**

CIfAQ staff

Recruitment and induction

The EPAO requests that new staff members read the documents below and raise any concerns or questions with the ACM:
- EPAO conflict of interest policy document
- EPAO conflict of interest guidance document

New staff members complete and submit conflict of interest declarations

The EPAO records details in the COI log and stores declarations

The EPAO monitors responses in declarations and:
- identifies and takes any necessary mitigating action
- records activity in the conflict of interest log

Ongoing

Training on conflict of interest declarations is included as a standing item at standardisation training.

CIfAQ staff complete and submit conflict of interest declarations annually (typically during December)

The EPAO records details in the COI log and stores declarations

The EPAO monitors responses in declarations and:
- identifies and takes any necessary mitigating action
- records activity in the conflict of interest log

Conflict of interest **process**

CIfA board members

Recruitment and induction

The end-point assessment organisation (EPAO) requests that board members read the documents below and raise any concerns or questions with the CIfA chief executive or head of professional development and practice:
- EPAO conflict of interest policy document
- EPAO conflict of interest guidance document

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New board members complete and submit conflict of interest declarations

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The EPAO records details in the COI log and stores declarations

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The EPAO monitors responses in declarations and:
- identifies and takes any necessary mitigating action
- records activity in the conflict of interest log

Ongoing

Board members complete and submit conflict of interest declarations annually (typically during December)

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The EPAO records details in the COI log and stores declarations

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The EPAO monitors responses in declarations and:
- identifies and takes any necessary mitigating action
- records activity in the conflict of interest log

Conflict of interest review process

The EPAO reviews the conflict of interest log quarterly

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Reviews are held via a meeting between the PDP head and ACM and any other relevant CIfA staff. The CIfA chief executive is involved annually in at least one review meeting, acting as a **critical friend**

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At the critical friend review, a sample of COIs raised is looked at and the following questions applied:
1. Was the conflict adequately explained?
2. Was the conflict accurately and clearly RAG rated?
3. Were mitigating actions logical and feasible?
4. Will mitigating actions prevent/minimise any adverse effects/s?
5. Were relevant staff/stakeholders identified?
6. Are there any lessons learned/ideas for improvements?
7. Does the EPAO need to amend any policies, processes or other documentation in light of the conflict and its mitigating actions?
8. Are outcomes/actions identified?

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Critical friend reviews are recorded in the review tab of the COI log