

# AMERICAN NURSES CREDENTIALING CENTER

## VOLUNTEERS' CONFLICT OF INTEREST DISCLOSURE

The American Nurses Credentialing Center (ANCC) Volunteers are involved in a variety of committees, panels, and task forces where they are exposed to confidential and proprietary information that is vital to the business and policy decisions of the ANCC. To ensure that conflicts of interest do not arise among the Volunteers working on ANCC business, Volunteers are asked to review and complete the following documents.

**DEFINITIONS & INSTRUCTIONS:** The following definitions and instructions are intended to provide guidance to Volunteers who are completing the Conflict of Interest Statement and Financial Interest Disclosure.

**“Conflicts of Interest”** arise when a Volunteer or a member of his or her immediate family has either – 1) a significant financial interest (“SFI”) in, or business relationship with, an entity that may be affected by the outcome of ANCC business with which the Volunteer will become or is involved, e.g., the Volunteer’s husband owns a health care consulting firm that consults regarding Magnet designation; 2) a significant individual professional benefit that may arise as a result of the outcome of the ANCC program with which the Volunteer will become or is involved, e.g., a university professor who is seeking a research grant on the effects of certification on patient outcomes and will be making decisions about whether that same topic will be funded as an ANCC research project; professional opportunities that involve issues related to ANCC business; 3) a Volunteer is a member of an organization that is or reasonably may be perceived as being in direct competition with the ANCC (e.g., a governing body seeking to establish an accreditation program or a collaborating organization that offers certification); or 4) a Volunteer is a member of a organization whose policies conflict or reasonably be perceived as conflicting with those of the ANCC, e.g., an organization that actively opposes ANCC policies or programs.

Conflicts of Interest may lead to an action, omission, or situation which compromises the objectivity of the ANCC Volunteer in the work he/she performs for the ANCC. Both actual and perceived Conflicts of Interest must be disclosed, **although such conflicts do not necessarily preclude participation.**

An ANCC **“Project”** is the work of any ANCC Board, Committee, Task Force, Work Group, or Panel that implements or furthers the work of ANCC and which may have an impact on commercial markets or academic standing. Examples include: Commissions, Item Writing groups, standard setting panels, and prize committees.

**“Significant Financial Interest”** (SFI) is anything of monetary value from an individual or entity including salary, payments for service, consulting fees, honoraria, scholarships, grants, equity ownership (stocks, options, notes, etc.) and royalty-bearing intellectual property rights (patents, copyrights, trademarks). Income from an entity or equity in an entity must be aggregated for the Volunteer, Volunteer’s spouse or significant other or dependent children.

**“Equity Ownership”** in a company amounts to an SFI if it exceeds \$10,000 in value as determined through reference to public prices or other reasonable measures of fair market value and represents more than a five percent (5%) ownership interest. If a financial interest arises solely from and investment in a business through a mutual fund, pension, or other investment fund over which the individual has no control, it will not be considered an SFI. A **“significant**

**individual professional benefit**” is a benefit that would flow *uniquely* to a Volunteer who will become or is involved with ANCC work, such as having access to information in advance of the general academic or regulatory community in a manner that would give the Volunteer an unfair advantage of some sort.

# CONFLICT OF INTEREST DISCLOSURE STATEMENT

## INSTRUCTIONS

The Conflict of Interest Disclosure Statement must be completed prior to appointment to any ANCC Volunteer position. Furthermore, any SFI which may reasonably appear to affect or be affected by ANCC's work must be disclosed. If an SFI is acknowledged on the Conflict of Interest Disclosure Statement, a Financial Interest Disclosure form must be completed for each business entity in which an SFI exists. There is an on-going obligation on the part of Volunteers to keep both forms updated. The form must be provided to the ANCC Executive Director, who will keep such forms in a confidential file, but will review or have appropriate staff review such forms from time to time, as needed, to provide on-going conflict evaluation.

In addition, Volunteers are obligated to disclose actual and potential conflicts of interest to the Board, commission or other program unit as a whole any time an issue is addressed that creates an actual or potential conflict. The Volunteer may voluntarily recuse him/herself if disclosure alone cannot cure a conflict. In the event of a conflict of interest which is not cured by disclosure and for which the Volunteer declines to recuse him/herself, the Board of Directors or program unit governing body may vote to disallow the conflicted Volunteer's participation.

Failure to disclose conflicts is cause for immediate removal, at the discretion of the Board of Directors or program unit governing body. Providing false or misleading information on this form also is cause for immediate removal, at the discretion of the Board of Directors or program unit governing body.

I/my family member(s)  **do**  **do not** have a significant financial interest or business relationship, as defined herein.

I/my family member(s)  **do**  **do not** belong to a competing/conflicting organization, as defined herein.

I will file a Financial Interest Disclosure with the American Nurses Credentialing Center.

I  **do**  **do not** serve as an officer, director or employee or volunteer of, or as an advisor, contractor or consultant to an organization the purposes or activities of which are or may reasonably be perceived as being in conflict or competition with the purposes or activities of ANCC. If you **do** have a conflict, describe that interest:

Signature of the Volunteer:

Printed name:            Date:

## FINANCIAL INTEREST DISCLOSURE FORM

To be completed **ONLY** if there is a "Significant Financial Interest (SFI)" as defined on page 1 and as acknowledged on page 2.

Volunteer Name:                      Phone:

Address:

Employment:                      Title:

Address:

Email addresses:                      Alternate:

Type of Entity:                       Corporation                       Sole Proprietorship                       Partnership  
 Non-Profit                       Government Agency                       Other

Name and address of entity with which Volunteer is associated that may be affected by the work of the ANCC:

Entity Name:

Address:

City/State/Zip Code:

Affiliation with the above entity:     Employee     Manager     Officer     Director  
 Partner     Trustee     Owner     Other (describe):

Describe the work of the entity and how it might be affected by the ANCC (for example, will the entity sell any product or consult on any issue that is the subject of the ANCC's work):

Income anticipated for the next twelve months from the entity (Combine for Volunteer, spouse/partner, and dependent children):

Type:     Consulting Fee     Salary     Honorarium     Dividends     Other  
Value:     below \$10,000                       \$10,000 - \$50,000                       Above \$50,000

Equity (stock, options, real estate, other ownership) (Combine for Volunteer, spouse/partner, and dependent children):

% Ownership:     Below 5%     5-25%     25-50%     Above 50%     Sole Owner  
Value:                       Below \$10,000                       \$10,000 - \$100,000                       Above \$100,000

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_