

**NORTH CAROLINA LOCAL HEALTH DEPARTMENT ACCREDITATION BOARD**  
*Program Policies and Procedures*

**Conflict of Interest Policy**

Manual:	<u>Applicable Signatures/Title</u>
Section:	Administrator:
Distributed to/Date:	Board Chair:
	NCIPH Director:
	Effective Date:
	Supercedes:

**Policy:** To ensure objectivity, impartiality and integrity in the accreditation process, a site visitor shall not be involved in site visits that constitute a conflict of interest.

**Purpose:** In carrying out its accreditation responsibilities, the North Carolina Local Health Department Accreditation (NCLHDA) Board seeks to ensure that its decisions are based solely on the application of professional judgment to the information gathered as a result of documentation review and a site visit to a local health department. Therefore, it seeks to avoid both the reality and the appearance of a conflict of interest.

**Definitions:**

Conflict of interest – a circumstance in which a site visit team member’s capacity to make an impartial or unbiased accreditation/assessment decision may be affected because of prior, current, or anticipated institutional affiliation or significant relationship or association with the local health department under review.

The following are examples that should be disclosed to the Accreditation Administrator (AA) or staff for discussion and evaluation:

- Having a current or former affiliation with the agency being reviewed, including but not limited to employee, former employee, board member, volunteer, appointee, or consultant
- Having an affiliation with an agency or organization in geographic proximity to the agency being reviewed;
- Having a recent or current fiscal relationship, substantial cooperative or contractual arrangement or other vested interest in the agency or its activities
- Having a close relative in affiliation with the agency being reviewed
- Having sought or currently seeking a position at the local health department under review

**Applicable Law, Rules and References:** *may not need*

### **Responsible Persons:**

The AA is responsible for enforcing this policy and ensuring that the accreditation process avoids, through due diligence, any instance of conflict of interest.

All site visitors are responsible for identifying to the AA any actual or potential conflicts of interest regarding their participation and the local health department they will assess.

Local health departments are responsible for identifying to the AA any actual or potential conflicts of interest regarding a nominated site visit team member.

### **Procedures:**

1. As site visit teams are being nominated by the AA, membership selection is reviewed for potential conflicts of interest.
2. After site visit teams are nominated, the listing of the team will be sent to the local health director for review for potential conflicts of interests.
3. The members of the site visit team are notified of their nomination after the local health director has been given the opportunity to respond.
4. The site visit team is not determined until the conflict of interest review is complete.
5. If at any point, a site team member determines that a conflict of interest exists, he or she should notify the AA.
6. If a conflict of interest is discovered during a site visit, the position on the site visit team will be replaced with the alternate, if needed. Notification that a team member was removed due to conflict of interest will be given to the NCLHDA Board Chair.

### **Reference Plans and Policies:**

Site Visit Team Operational Guidelines  
Disclosure of Conflict of Interest