

## **Conflict of Interest and Confidentiality Agreement**

SCAN Health, funded by the federal government's Networks of Centres of Excellence (NCE), must meet the highest ethical and integrity standards in all that it does in order to continue to merit the trust and confidence of the research community, the government and the public. As set out in SCAN Health's mandate, SCAN Health's strategic initiatives include organizing unique Competitions that enable solution providers, industry, academia and health systems to collaboratively propose solutions to challenges of key priority and mobilize this knowledge to further advance health system transformation and performance globally. The Judges for these competitions must meet the highest standards of ethical behaviour to maintain and enhance public confidence in SCAN Health's ability to act in the public's best interest and for the long-term public good. Where a conflict arises between a Participant's Proposal and a Judge, Judges will be expected to take the necessary measures to ensure Competition results are fair and unbiased.

### **Conflict of Interest**

A conflict of interest is a conflict between a person's duties and responsibilities with regard to the review process, and that person's private, professional, business or public interests. There may be a real, perceived or potential conflict of interest when the Judge:

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- would receive professional or personal benefit resulting from the Proposal being reviewed;
- has a professional or personal relationship with a Participant or the Participant's organization; or
- has a direct or indirect financial interest in a funding opportunity or Proposal being reviewed.

A conflict of interest may be deemed to exist or perceived as such when Judges:

- are a relative or close friend, or have a personal relationship with the Participants;
- are in a position to gain or lose financially/materially from the funding of the Participants;
- have had long-standing scientific or personal differences with the Participants;
- are currently affiliated with the Participants' institutions, organizations or companies—including research hospitals and research institutes;
- are closely professionally affiliated with the Participants, as a result of having in the last six years:
  - frequent and regular interactions with the Participants in the course of their duties at their department, institution, organization or company;
  - been a supervisor or a trainee of the Participants;
  - collaborated, published or shared funding with the Participants, or have plans to do so in the immediate future; or,
  - been employed by the institution, when an institution is the Participants; and/or
- feel for any reason unable to provide an impartial review of the Proposal.

SCAN Health reserves the right to resolve areas of uncertainty and to determine if a conflict exists.

## **Disclosure and Compliance Measures**

Any Judge who becomes aware of a conflict of interest must promptly disclose the conflict to the SCAN Health staff. SCAN Health will determine if it constitutes a conflict of interest and what measures—such as recusal—are required. No Judge may participate in the review process of a Proposal with which he/she is in conflict of interest. Such disclosures and compliance measures shall be documented and retained for the record.

## **Confidentiality**

SCAN Health is subject to the *Privacy Act* and the *Access to Information Act*. These laws govern the collection, use and disclosure of information under the control of the federal government and certain federally funded organizations. Documentation submitted to SCAN Health by the Participant may be provided to the Judges. The documentation may contain personal information and confidential commercial information. The names and company names of Participants will be kept confidential to ensure an impartial review of the Proposal by the Judges.

Judges must ensure that:

- all documentation and information that SCAN Health entrusts to Judges are maintained in strict confidence at all times. It must be used only for the purpose for which it was originally collected—namely, to review Proposals and provide scores as applicable;
- review documentation is stored in a secure manner to prevent unauthorized access. It must be transmitted using secure techniques and when it is no longer required, it must be destroyed in a secure manner within ten (10) days of a written request by SCAN Health. Any loss or theft of the documentation must be reported to SCAN Health; and
- all enquiries or representations received by Judges about a Proposal or its review must be referred to SCAN Health. Judges must not contact the Participants for additional information or disclose matters arising from the review process to the Participants.

Additional requirements for Judges:

- Review deliberations are confidential. Comments made by Judges during the review of Proposals and the conclusions of the Judges' review must never be discussed or disclosed with individuals not involved in the review process unless required by legislation or the courts.
- The identity of successful Participants and the details of the Proposals must remain confidential until a decision is made by SCAN Health and officially announced to the Participants and the public. The identities of unsuccessful or ineligible Participants are not made public and must not be divulged unless required by legislation or the courts.

## **Confirmation**

I have read and understood the *Conflict of Interest and Confidentiality Agreement*. I understand that any breach of this agreement will result in a review of the matter, with SCAN Health reserving the right to take appropriate action including, but not limited to, my removal from serving on or observing current or future positions with SCAN Health. The use of review documentation for any other purpose could result in a funding organizations investigation and/or report to the federal Privacy Commissioner's Office. Any action that the funding organizations may or may not take will not prevent a person whose privacy rights have been compromised from seeking legal action against the respondent. By signing this form, I certify that I am not currently ineligible to participate as Judge for reasons of breach of policies on responsible conduct of research—such as ethics,

integrity or financial management policies. If I become the subject of such an investigation, I will immediately withdraw from participation in the SCAN Health judges process until the investigation is complete and the relevant funding organization has determined that I am once again eligible to participate.

I agree to take personal responsibility for complying with these requirements.

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**SIGNATURE**

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**NAME (please print)**

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**DATE**

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**SIGNATURE**

Dr. Anne Snowdon  
Scientific Director & CEO, SCAN Health  
**NAME (please print)**

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**DATE**