


CATEGORY:	Program Specific	REVISION DATE:	November 15, 2023
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TITLE:	CONFLICT OF INTEREST		

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Approval: Corey Petrie, Chair, HSN CPC Program Council	Date: November 15, 2023
Electronic signature: 	

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PURPOSE:

To guide staff members in the event a conflict of interest situation presents itself during the course of their duties as HSN CPC employees.

POLICY STATEMENT

- A. In accordance to HSN’s code of conduct and section 9.0 of the Regional Base Hospital Performance Agreement, all HSN CPC staff shall avoid situations where personal interests conflict with the best interests of the Base Hospital Program, its mandate and/or HSN as a whole.
- B. Where such a situation is recognized or possible, every staff member shall act in accordance to this policy.
- C. Where an actual or potential conflict of interest exists, no staff member shall make, participate in making or in any way attempt to utilize their position within the organization for leverage or to influence a Base Hospital, stakeholder or committee decision

PROCEDURE

Method

A. Disclosure

- i. The staff member shall disclose to their manager, in writing, the existence of any circumstance that represents an actual or possible conflict of interest and remove him/herself from all activities pertaining to the actual or perceived conflict of interest.
- ii. This disclosure will then be reported, in writing, to the Ministry of Health and Long Term Care’s North Emergency Health Services Field Office Senior Field Manager and HSN’s Critical and Emergency Care Program Administrative Director.
- iii. The Regional Manager or designate, when possible, will assign an alternate staff member to assume all responsibilities of the staff member declaring the conflict of interest, pertaining solely to the activities surrounding the declaration.
- iv. Based on operational requirements, the Regional Manager or designate may decide to permit the declaring staff member to continue to perform limited duties relative to the conflict of interest providing that he/she distance him/herself from decision making, voting or corrective processes.

B. Conflict of interest discovered “post facto”

If a conflict of interest, which should have been disclosed, is discovered after the activity or decision has taken place, it remains the responsibility of the staff member to disclose the actual or perceived conflict as per the procedure articulated above.

C. Confidential Information

No staff member shall communicate or use confidential information acquired through the HSN CPC to enhance, either directly or indirectly, personal or family interest.

References and Related Documents

HSN Conflict of Interest Policy

Regional Base Hospital Performance Agreement