	CREATION DATE 1/17	DATE REVISED
	POLICY AREA / CATEGORY Governance	DATE APPROVED / EFFECTIVE DATE 1/17
POLICY TITLE Leadership Disclosure and Conflict of Interest Policy and Procedure	VERSION 2.0	DATE REVIEWED

1. Summary of Purpose

1.1. The Society for Simulation in Healthcare (the “Society”) and its leadership are dedicated to serving the interests of the Society in the most honorable and ethical manner possible; the Society’s leadership is committed to the avoidance of conflicts of interest or the appearance of conflicts. Society policy requires all those acting on its behalf to avoid conflicts of interest between their duties to the Society and their duties to other organizations or entities.

2. Scope


2.1. This policy applies to Society leadership and candidates for these positions.
 2.2. Governance Committee is responsible for oversight of this policy.
 2.3. The Board of Directors is responsible for providing approval of this policy.

3. Definitions


3.1. Conflict of Interest: A conflict of interest exists when an individual participates in the deliberation and resolution of an issue important to the Society while, at the same time, the individual has other professional, business, family, or volunteer responsibilities outside the Society that could predispose or bias the individual to a particular view or goal that may be inconsistent with the mission or interests of the Society.
 3.2. Society leadership includes Directors, Officers, Committee Chairs and Vice Chairs, Commission Chairs and Vice Chairs, and the Editor in Chief. For the purpose of this policy anyone in a Society leadership position is referred to as an “individual.”
 3.3. Immediate family: defined as (current or within past 3 years) spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin

4. Policy Details

4.1. All actual or potential conflicts of interest must be disclosed to the Society annually, or at any time such a conflict may arise. The Society will generally address conflicts of interest in one of three ways.

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- 4.1.1. For most typical, minor, or potential conflicts, full disclosure is generally sufficient and no further action is necessary.
 - 4.1.2. For potentially more serious conflicts, the individual generally should recuse him/herself from part or all of the discussion regarding the issue for which there is a conflict and from voting on the issue.
 - 4.1.3. For actual serious conflicts, the individual may have to voluntarily withdraw – or be withdrawn involuntarily if necessary – from the Society position.
- 4.2. Actual or potential conflicts of interest, if manageable, will be mitigated by implementing a written plan and monitoring compliance.
5. Procedures for Ensuring Compliance
 - 5.1. The Society's Board of Directors has the authority to make determinations on how to proceed in all such cases, and the Board reserves the right to adopt an appropriate management plan for ongoing conflicts. All conflicts of interest will be addressed in a manner that fully complies with the requirements under the California Corporations Code and applicable law.
 - 5.2. Elected Leadership
 - 5.2.1. Each nominee will submit a completed and signed disclosure of interest form to the Executive Office upon submission of the nomination packet.
 - 5.2.2. The Governance Committee will review the completed disclosure of interest forms for potential conflicts of interest.
 - 5.2.2.1. If no actual or potential conflicts are found, no action is required.
 - 5.2.2.2. If a manageable conflict is found, the Governance Committee will recommend a management plan for each potential conflict. The management plan will be signed by the candidate and the Chair of the Governance Committee and approved by the Executive Committee.
 - 5.2.2.3. If an unmanageable conflict is found, the Governance Committee will recommend that the nominee not be slated for election.
 - 5.2.3. Disclosure of interest statements and management plans shall not be posted to the elections website.
 - 5.3. Appointed Leadership


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- 5.3.1. The President or President Elect will submit the names of the individuals that he/she would like to appoint to open leadership positions to the Executive Office.
- 5.3.2. Each potential appointee will submit a completed and signed disclosure of interest form to the Executive Office.
- 5.3.3. The Governance Committee will review the completed disclosure of interest forms for potential conflicts of interest.
 - 5.3.3.1. If no actual or potential conflicts are found, no action is required.
 - 5.3.3.2. If a manageable conflict is found, the Governance Committee will recommend a management plan for each potential conflict. The management plan will be signed by the appointee and the Chair of the Governance Committee and approved by the Executive Committee.
 - 5.3.3.3. If an unmanageable conflict is found, the Governance Committee will recommend to the Executive Committee that the individual not be appointed.

5.4. Annual Review

- 5.4.1. Each individual will submit a completed and signed disclosure of interest form before IMSH each year.
- 5.4.2. The Board of Directors will be given access to all disclosure forms and management plans.
- 5.4.3. The Governance Committee will review the completed disclosure of interest forms for potential conflicts of interest.
 - 5.4.3.1. If no actual or potential conflicts are found, no action is required.
 - 5.4.3.2. If a manageable conflict is found, the Governance Committee will recommend a management plan for each potential conflict. The management plan will be signed by the individual and the Chair of the Governance Committee and approved by the Executive Committee.
 - 5.4.3.3. If an unmanageable conflict is found, the Governance Committee will make recommendations to the Executive Committee.

5.5. Mid-year Changes

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5.5.1. If an individual's disclosure changes, it is the responsibility of the individual to update their disclosure form and submit it to the Executive Office.

5.5.1.1. The Governance Committee will be notified if a disclosure form is updated and will review the updated disclosure.

5.6. Annual Reminders of compliance monitoring:

5.6.1. The Governance Committee will annually remind those responsible for compliance monitoring of approved management plans.

5.7. Violations of the Leadership Disclosure and Conflicts of Interest Policy

5.7.1. If the Board has reasonable cause to believe an individual has violated the Leadership Disclosure and Conflicts of Interest Policy, it shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged violation.

5.7.2. If, after hearing the individual's response and after making further investigations as warranted by the circumstances, the Board determines the individual has violated the policy, it shall determine and take the appropriate course of action.

6. Appendices / Attachments

6.1. Disclosure of Interest Form (Pages 5-7)

6.2. Management Plan Template (Page 8)

Society for Simulation in Healthcare Leadership Conflict of Interest Disclosure Form

The Society for Simulation in Healthcare (the “Society”) and its leadership are dedicated to serving the interests of the Society in the most honorable and ethical manner possible; the Society’s leadership is committed to the avoidance of conflicts of interest or the appearance of conflicts. Society policy requires all those acting on its behalf to avoid conflicts of interest between their duties to the Society and their duties to other organizations or entities. Consequently, Society leadership is required to complete and submit this form annually when serving in such positions, and also disclose periodically as conflicts arise.

A conflict of interest exists when an individual participates in the deliberation and resolution of an issue important to the Society while, at the same time, the individual has other professional, business, family, or volunteer responsibilities outside the Society that could predispose or bias the individual to a particular view or goal that may be inconsistent with the mission or interests of the Society.

All actual or potential conflicts of interest must be disclosed to the Society on this form, or at any time such a conflict may arise. The Society will generally address conflicts of interest in one of three ways.

1. For most typical, minor, or potential conflicts, full disclosure on this form is generally sufficient and no further action is necessary.
2. For potentially more serious conflicts, the individual officer or director generally should recuse him/herself from part or all of the discussion regarding the issue for which there is a conflict and from voting on the issue.
3. For actual serious conflicts, the individual officer or director may have to voluntarily withdraw – or be withdrawn involuntarily if necessary – from the Society position.

The Society’s Board of Directors has the authority to make determinations on how to proceed in all such cases, and the Board reserves the right to adopt an appropriate management plan for ongoing conflicts. All conflicts of interest will be addressed in a manner that fully complies with the requirements under the California Corporations Code and applicable law.

Therefore, as a member of Society leadership, I will avoid conflicts of interest and the appearance of conflicts. I am disclosing below all relevant and material facts and situations or areas in which it might even appear that I have conflicting duties to other entities.

I invite any further review by the Society of any aspects of these situations or areas that might be considered appropriate. Also, if it is deemed appropriate, I will take other steps, such as avoiding part or all of the deliberation and voting on certain issues, or adopting a conflicts management plan, if deemed appropriate by the Board.

1. List your current employer(s).

a. I am not currently employed (initial here): _____.

2. List additional sources of income not listed in (1) above and any relationship with vendors/industry that are related to the mission and business of the Society.

a. I know of no additional sources of income or relationships with vendors/industry that might give rise to conflicts (initial here):
_____.

3. List all current volunteer positions or responsibilities that are related to the mission and business of the Society.:

SOCIETY FOR SIMULATION IN HEALTHCARE (SSH)
CONFLICT MANAGEMENT PLAN
for
[Name]

I. BACKGROUND

[Provide background information that pertains to this person's potential or perceived conflict]

II. SOURCES OF POTENTIAL OR PERCEIVED CONFLICT

[Identify the source of potential or perceived conflict]

III. MANAGEMENT STRATEGIES

If elected, [Name] agrees to:

- 1) [List components of management plan]

IV. MONITORING

[Indicate individual responsible for compliance monitoring. Typically this is the President.

For a President's plan, typically the first two years of term (as President-Elect and President), compliance monitoring will be the responsibility of the Board liaison to Governance Committee which is typically the Immediate Past President and the last year of term (as Immediate Past President), the compliance monitoring will be the responsibility of the President]

In agreement,

Signature	Date	Signature
Date		

[Name]
Nominee

[Chair's Name]
Chair of Governance Committee