

**DISCLOSURE OF INTEREST POLICY
FOR STEERING COMMITTEES
AND TECHNICAL ADVISORY PANELS**

Introduction

The National Quality Forum (“NQF”) relies on the input provided by participants on its Steering Committees and Technical Advisory Panels. In order for NQF to create committees and panels that are balanced and free of conflicts of interest, NQF has created this Disclosure of Interest Policy (the “Policy”) along with a Disclosure Form for use by potential and current committee and panel members.

The Policy is intended to prompt potential and current committee and panel members (the “Member” or “Members”) to think about their interests and involvement in organizations and activities outside of NQF. NQF understands that these interests may be numerous and related to Members’ professional expertise, and that this is the very reason for nomination or appointment to NQF’s committees and panels.

The fact that a potential or current Member has such interests does not mean that a conflict of interest exists or that the individual cannot serve on a committee or panel. However, NQF requires potential and current Members to disclose certain interests that may be relevant to Members’ service on committees and panels. If a conflict of interest exists, the potential or current Member may be disqualified from service on a committee or panel, or disqualified from considering a particular matter before the committee or panel. For purposes of this Policy, the term “conflict of interest” means any financial or other interest that could (1) significantly impede, or be perceived to impede, a potential or current Member’s objectivity, or (2) create an unfair competitive advantage for a person or organization associated with a potential or current Member.

Reporting Obligation

Individuals who wish to be considered for membership on a committee or panel must complete the Disclosure of Interest Form. If an individual is selected as a Member, any changes or new information relevant to the disclosure of interest process – e.g., new employment, new consulting relationships, etc. – must be reported promptly to NQF’s General Counsel.

Discussion of Interests

At the first meeting of a committee and panel, each Member will orally disclose to fellow Members the contents of the Disclosure of Interest Form. If NQF identifies the need for an additional oral disclosure of interest, Members will participate in such a discussion. An example of a need for an additional oral disclosure is the addition of members to an existing committee.

General Guidelines on Disclosure of Interests

Types of Organizations. For purposes of the Disclosure of Interest process, a potential or current Member should reveal a Direct or Indirect Relationship (as defined in this Policy) with:

- (1) a health care measures development organization;
- (2) a health care accreditation, certification or recognition organization;
- (3) a pharmaceutical or biomedical devices manufacturing or sales company;
- (4) a biotechnology company;
- (5) a medical or other health care professional society;
- (6) an organization that advocates on behalf of people with a particular medical condition;
- (7) a hospital, clinic, pharmacy, imaging facility or any other ancillary health care provider;
- (8) health information technology manufacturing or sales company;
- (9) a health plan or health insurance company; or
- (10) any other organization that the potential or current member reasonably believes may be relevant to the work of the committee or panel in question.

Direct Relationship. A current or potential Member has a “Direct Relationship” with an organization if the Member is, or has within the previous two (2) years been, an employee, owner, consultant, Board member, committee member, advisor of, or engaged in a transaction with an organization described above under, “Types of Organizations.”

Indirect Relationship. A current or potential Member has an “Indirect Relationship” with an organization if the Member’s family (brother, sister, child, spouse, domestic partner, parent)

currently has, or within the previous two (2) years has had, a Direct Relationship with an organization described above under, “Types of Organizations.”

Professional Affiliation. “Professional Affiliation” means membership in a professional society or organization. Examples include membership in a group of healthcare professionals.

Procedure for Disclosure of Interest

Potential Members shall file a Disclosure of Interest Form with NQF upon nomination to a committee or panel. Current Members shall file a Disclosure of Interest Form with NQF annually. To the extent that any information provided on the Disclosure of Interest Form changes, the Member must inform NQF’s General Counsel of the change within seven (7) days. The Member may be required to complete an updated Disclosure of Interest Form.

Disclosure of Interest Forms are confidential and will not be disclosed outside NQF. The General Counsel and NQF staff will review the Disclosure of Interest Forms.

At the initial meeting of a committee or panel, NQF will ask each Member to orally disclose interests that are relevant to the work of the committee or panel. Under some circumstances, such as the addition of committee or panel members, this oral disclosure may occur more frequently.

A Member should feel free to raise concerns about conflicts of interest or bias at any time, including during a committee or panel meeting.

**DISCLOSURE OF INTEREST FORM
FOR STEERING COMMITTEES
AND TECHNICAL ADVISORY PANELS**

Please review NQF's Disclosure of Interest Policy for Steering Committees and Technical Advisory Panels before completing this form and signing this form.

Any changes in information reported on this form or any relevant new information must be reported to NQF's General Counsel within seven (7) days.

Name: _____

Address: _____

Telephone: _____ **Email:** _____

Employer: _____

Title: _____

Job Responsibilities: _____

A “yes” response does not mean that a conflict of interest exists.

1. Currently or at any point in the past two (2) years, have you had a Direct Relationship with any Organizations of the types listed in NQF’s Disclosure of Interest Policy?

_____ Yes

_____ No

If yes, please list the Organization(s) and the nature of the relationship. Attach additional pages if needed.

2. Currently or at any point in the past two (2) years, have you had an Indirect Relationship with any of the Organizations listed in NQF’s Disclosure of Interest Policy?

_____ Yes

_____ No

If yes, please list the Organization(s) and the nature of the relationship. Attach additional pages if needed.

3. List your Professional Affiliations, such as memberships in professional societies.

4. Within the past ten (10) years, were you a party to a judicial or administrative action in which there was an alleged breach of trust?

_____ Yes

_____ No

If yes, please provide details. Attach additional sheets if necessary.

5. Are there any other circumstances, activities, or affiliations that you believe are relevant to your potential or current service on a committee panel?

_____ Yes

_____ No

If yes, please provide details. Attach additional sheets if necessary.

To the best of my knowledge and belief, my responses in this Disclosure of Interest Form are true, correct and complete. I agree to comply with the NQF Disclosure of Interest Policy for Steering Committees and Technical Advisory Panels. If there is a change or addition to any of the information supplied in this Disclosure of Interest Form, I will notify the designated NQF within seven (7) days of such change or addition.

Signature

Name (print or type)

Date

