**Purpose:** To define conflict of interest standards for Chiefs Examiners, Examiners and Accredited Training Institutions with regard to administration of the psychomotor (practical skills) exam for certification

1. Conflict of Interest Prohibitions

A. Chief Examiners shall not arbitrate a dispute arising at an exam involving candidates with whom they have a familial/personal/professional connection, or who are from any EMT course and/or from any EMS training institution or entity with which the Chief Examiner has an ownership/financial or management connection. A familial/personal relationship exists if the Chief Examiner knows, either personally or professionally, the candidate (i.e., the candidate is a relative, friend, employee, employer, customer, intern, student, business associate, co-worker, neighbor, etc., of the Chief Examiner). An ownership/financial or management connection exists if the Chief Examiner 1) has an ownership, other financial or management interest in the EMS training institution or entity, including employment; or 2) has acted as an Instructor/Coordinator (I/C) or aide, or otherwise assisted or participated in the instruction/evaluation of the candidate(s).

B. Examiners shall not examine candidates with whom they have a familial/personal/professional connection, or who are from any EMT course and/or from any EMS training institution or entity with which the Examiner has an ownership/financial or management connection. A familial/personal relationship exists if the Chief Examiner knows, either personally or professionally, the candidate (i.e., the candidate is a relative, friend, employee, employer, customer, intern, student, business associate, co-worker, neighbor, etc., of the Chief Examiner). An ownership/financial or management connection exists if the Examiner 1) has an ownership, other financial or management interest in the EMS training institution or entity, including employment; or 2) has acted as an Instructor/Coordinator (I/C) or aide, or otherwise assisted or participated in the instruction/evaluation of the candidate(s).

C. Accredited training institutions shall not allow any candidates with whom their key management or staff has a familial/personal relationship to be examined at any exam they host and/or sponsor. The following are key management or staff members: All senior managers or owners of the accredited training institution; staff who oversee, coordinate and/or are present at the exam, or owners/manager/staff who are directly involved in scheduling and/or paying Examiners for the exam, even if they do not attend the exam. A familial/personal relationship exists if such accredited training institution staff member knows, either personally or professionally, the candidate (i.e., the candidate is a relative, friend, employee, employer, business associate, co-worker, neighbor, etc., of the accredited training institution key management or staff member).

1. Identifying, Reporting and Avoiding Conflicts of Interest

Accredited training institutions, Examiners and Chief Examiners shall be responsible for identifying, reporting to OEMS and avoiding potential conflicts of interest.

1. If a Chief Examiner believes or suspects he/she has a potential conflict of interest before an exam, he/she must disclose it, by reporting it in writing to OEMS **prior** to the exam. Chief Examiners who work as instructors or aides or otherwise participate in training for the same EMS training institution or entity as the one at which any of the candidates at the exam have been training, but who did not have any role in training any of those candidates, are not prohibited from serving as Chief Examiners at that exam, as long as they disclose their relationship with the EMS training institution in writing to OEMS prior to the exam.

B. If a Chief Examiner comes to believe or suspect he/she has a potential for conflict of interest at the time of the exam, he must take the following steps. If there is another OEMS-approved Chief Examiner present at the exam, the Chief Examiner shall ask that other Chief Examiner to arbitrate the dispute involving the candidate with whom he believes or suspects he/she has potential for a conflict of interest. If there is no other OEMS-approved Chief Examiner present at the exam, he shall assign an Examiner not involved in the dispute to arbitrate the dispute involving the candidate with whom he may have a conflict. In addition, he shall report the potential for conflict of interest and the action that was taken to avoid conflict of interest at the exam to OEMS in writing immediately after the exam.

C. Examiners are required to disclose to the accredited training institution sponsoring the exam apotential for conflict of interest as soon as they believe or suspect it exists. If potential for conflict of interest is believed or suspected prior to the exam, the Examiner shall report it in writing prior to the exam. Examiners who work as instructors or aides or otherwise participate in training for the same EMS training institution or entity as the one at which any of the candidates at the exam have been training, but who did not have any role in training any of those candidates, are not prohibited from serving as Examiners at that exam, as long as they disclose their relationship with the EMS training institution in writing to the accredited training institution prior to the exam.

D. If an Examiner comes to believe or suspect at the time of the exam that a potential for conflict of interest exists, he/she must report it verbally to the Chief Examiner immediately and report it in writing to the accredited training institution immediately after the exam. If a Chief Examiner believes or suspects that an Examiner has a potential for conflict of interest with a candidate at an exam, he/she shall assign another Examiner to examinethat candidate.

E. If an accredited training institution believes or suspects prior to an exam that a potential for conflict of interest exists, either with a particular Examiner or Examiners, or with accredited training institution staff, it shall contact OEMS prior to scheduling that Examiner or Examiners for that particular exam and shall ensure steps are taken to avoid the conflict of interest, including up to having the candidate test at a different accredited training institution’s sponsored psychomotor exam. Accredited training institutions are also required to maintain records of reported potential conflict of interest and the measures taken to address such potential.

F. Chief Examiners and accredited training institutions shall ensure that a potential for conflict of interest that is identified at exams is appropriately dealt with and reported to the OEMS.

1. Consequences of Violation of Conflict of Interest Administrative Requirement Provisions

If a Chief Examiner or accredited training institution fail to appropriately manage and avoid a conflict of interest, so that a candidate who is not to be examined at the psychomotor exam because of conflict of interest is in fact examined, the Department will void the results of the exam for that candidate and follow up with the Chief Examiner and accredited training institution, which may include, but not limited to, potential discipline action in accordance with the EMS System regulations.