

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION IN MEDICINE

CONFLICT OF INTEREST POLICY

POLICY 2017-01

Adopted January 26, 2017

All Board members, all Committee members, the Executive Director and all staff members of the Board of Registration in Medicine (Board) shall comply with the state's Conflict of Interest Law, M.G.L. c. 268A. The purpose of the conflicts law is to prevent conflicts between private interests and public duties and to promote the public's trust in public service. A summary of the law can be found at the website of the State Ethics Commission. <http://www.mass.gov/ethics/education-and-training-resources/required-education-and-training/state-employees-summary.html>

What is a Conflict of Interest?

All members of the Board, all Committee members, the Executive Director and all Board staff members must avoid any actual or perceived conflict of interest so as to ensure that the conflict does not affect patient safety, quality of care or the integrity of the services provided by the Board. A "conflict of interest" is a situation where financial, professional or personal interests, including the interests of immediate family members, may compromise one's professional judgment or official responsibilities to the Board.

Where are the Disclosure Forms?

Board Members, Committee Members, the Executive Director and Board staff members should contact the State Ethics Commission with questions and to obtain the necessary disclosure forms. <http://www.mass.gov/ethics/disclosure-forms/state-employee-disclosure-forms>

How do I Disclose a Conflict of Interest?

Board Members, Committee Members, the Executive Director and Staff Members should disclose the nature and circumstances of the conflict to both the State Ethics Commission and to the official responsible for the appointment to his or her position.

- Board Members who are appointed by the Governor should report a conflict of interest to the Governor.
- Committee Members who do not also serve as Board members and who are appointed by the Board should report a conflict of interest to the Chair of the Board and, if the Chair is unavailable, then the disclosure report should be to the Vice Chair of the Board.
- The Executive Director should report a conflict of interest to the Chair of the Board and, if the Chair is unavailable, then the disclosure report should be made to the Vice Chair of the Board.

- All staff members of the Board should report a conflict of interest to the Executive Director and, if the Executive Director is unavailable, to the Chair of the Board.

Recordkeeping

When there is a written disclosure and determination regarding a Conflict of Interest for any Board Member, Committee Member, Executive Director or Staff Member, whether or not it is determined that a conflict exists, the General Counsel of the Board shall provide the employee with a copy and retain a copy of the final disclosure and determination for recordkeeping. Written determinations regarding conflicts of interest shall be retained by the Board for a period of six years.

Questions?

The Executive Director and/or the General Counsel of the Board are available to answer questions about the conflict of interest process. For advice about completing the disclosure, please call the State Ethics Commission's Attorney of the Day at (617) 371-9500.