

BOARD MEMBER CONFLICT OF INTEREST

The American Board of Facial Plastic and Reconstructive Surgery acknowledges and desires that its volunteer leaders (officers, directors, and committee members) have myriad relationships, interests, and memberships. It further acknowledges that its leaders are persons of honesty and integrity. Within its leaders' complex spheres of activities, however, the Board believes there lies the potential for actual or perceived conflicts between leaders' personal, professional, and business interests and the interests of the ABFPRS. The Board wishes to protect its leaders from such sensitive or uncomfortable situations, and also to protect the ABFPRS itself from situations that might undermine the integrity of the Board's decision-making processes, its examination and certification programs, the public's confidence in the ABFPRS, or the image of the ABFPRS within the medical community.

Therefore, the Board requires that its leaders adhere to the standards of behavior set forth below. As guidelines, these standards are not to be considered as complete or exclusive, but as supplements to good judgment.

The chief standard of behavior is that all leaders shall scrupulously avoid any conflict, or perception of conflict, between their personal, professional, and business interests and the interests of the ABFPRS.

Disclosure

Upon or before election or appointment, all leaders are to make a full and complete written disclosure of those interests, memberships, relationships, arrangements, investments, and holdings that potentially could result in a conflict between their individual, professional, or business interests and the interests of the ABFPRS.

Abstention

Once disclosure has been made, members of the Board or a particular committee shall refrain from participating in any activity or discussing and voting on any agenda item that appears to contain an inherent conflict of interest.

Overlapping Memberships

Although the Board generally considers its leaders' memberships in other organizations or groups as one attribute of value to the ABFPRS, such memberships, liaisons, relationships, or interests that could pose a potential conflict of interest are to be fully disclosed. When a leader is a director, committee member, or other active participant in another organization, the leader shall not disclose or use confidential or proprietary information of the ABFPRS or otherwise make disclosures that could be injurious or disadvantageous to ABFPRS. In this regard, all information about the ABFPRS credentialing, examination, and certification processes is to be held in strictest confidence. Surgeons who develop new examination material shall do so with the understanding that their material becomes the property of the ABFPRS. Surgeons who have accepted assignments to develop new or to review existing ABFPRS examination material shall safeguard all material while it is in their possession and, making no copies, return all material to the ABFPRS when their assignment is complete.

ABFPRS Policy Code: 4.3.3

In some relatively few instances, being a director or member of another group may be incompatible with being an ABFPRS director or committee member. This is more likely to occur when there exists fundamentally opposing positions or purposes between the ABFPRS and the other organization, or when there is an inherent conflict of interest. In this regard, the ABFPRS would see a conflict of interest in a surgeon's acceptance of an ABFPRS leadership position while concurrently holding office in an organization that advocates a mutually exclusive, alternative pathway for subspecialty recognition.

The Board expects its Executive Director to adhere to the same guidelines and to develop and implement such procedures as are necessary to assure compliance among other staff members.

Confidentiality of Examination Material

Maintaining the integrity of the examination process and the security of examination materials is of utmost importance to the ABFPRS. In this regard, the ABFPRS requires members of the Board of Directors, Senior Advisers, Guest Examiners, committee members, and all other persons involved in credentialing candidates and developing and administering the ABFPRS examination to abide by the following conflict of interest policy:

1. Directors, Senior Advisers, Guest Examiners, committee members, and other persons must maintain in strictest confidence, and disclose to no one outside the ABFPRS Board, committees, and staff, all matters related to:
 - a. the performance of fellows and regular candidates on the ABFPRS examination, and their qualification for certification;
 - b. the preparation, selection, and content of written items and oral protocols; and
 - c. the process of constructing, administering, and scoring the ABFPRS examination, including statistics, findings, and recommendations contained in the examination consultant's technical report.
2. Directors, Senior Advisers, Guest Examiners, committee members, and other persons may not represent any course or publication in which they participate in any capacity as an official ABFPRS examination review course or publication.
3. Except for the ABFPRS President, no Director, Senior Adviser, Guest Examiner, committee member, or other person may speak for the ABFPRS or publish information about the ABFPRS that is not generally available to the public, except as expressly authorized by the President.

Confidentiality of Board Action

Directors, Senior Advisers, Guest Examiners and others who attend meetings of the ABFPRS Board of Directors or ABFPRS Committee shall keep in confidence discussion and action taken in those meetings, unless otherwise directed by the Board.

Any Director, Senior Adviser, Guest Examiner, committee member, or other person who has a conflict of interest with this policy is expected to disclose it to the

ABFPRS Executive Committee, which also will hear and judge any appeals in the unusual event that a difference of opinion exists about the specific application of this policy to an individual or a situation.

Please sign below to indicate your agreement to abide by this policy.

(Name)

(Date)

ADOPTED: 1994

AMENDED: 1998, 2001

REFS.: Executive Committee Meeting Minutes, October 15, 1994

Board of Directors Meeting Minutes, September 12, 1998 (Added statements about confidentiality of exam materials)

Board of Directors Meeting Minutes, June 29, 1999 (Determined that this policy means that AAFPRS Foundation survey course may not be promoted as an ABFPRS preparation course)

Executive Committee Meeting Minutes, January 27, 2001 (Merged 1994 and 1998 statements, eliminating provisions deemed inapplicable to certifying boards)