



CONFLICT OF INTEREST GUIDELINES FOR INSPECTORS

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COI GUIDELINES - Inspectors

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1. Introduction

Certification/Accreditation bodies shall guarantee the impartiality of its certification/accreditation activities in order to avoid private interests to be a factor in decision-making.

Inspectors must avoid even the appearance of a potential conflict of interest; a perceived conflict of interest will likely be damaging to JACIE's reputation.

2. Objective

These guidelines describe the actions to be taken in order to avoid potential conflict of interests (COI) and partial management and assessment of the JACIE Accreditation process.

3. Definitions

Professional Relations: receiving financial or institutional support from any third party to members personally, to the members' employer, the member's company, whether for services provided by the other institution, clinical trials or contracted research, which could raise questions regarding the member's objectivity, impartiality or reputation.

Personal Relations: any family relative, close friends that are part of the staff at the third party going through the JACIE Accreditation Process which could raise questions regarding the member's objectivity, impartiality or reputation.

Conflict of Interest: can arise if your personal, social or financial activities (or relationships) influence your JACIE accreditation decisions and/or conduct. A conflict of interest can also arise when such activities or relationships only appear to influence your business decisions or conduct.

4. Personnel and Responsibilities

Inspectors shall inform of any potential conflict of interest including but not limited to the ones listed below (see section 5. Scenarios & Actions) and/or shall inform of even the appearance of a conflict of interest before their participation in the JACIE Accreditation process of the applicant centre.

When in doubt, inspectors shall inform the JACIE Office before their participation in the JACIE Accreditation process of the applicant centre. Transparency must be part of the JACIE culture, part of the way we look after each other and part of preventing members or JACIE getting into a difficult situation.

The Accreditation Coordinator (AC) will be responsible to guarantee the impartiality of the management and assessment of the JACIE Accreditation Process by applying the following actions according to the scenarios listed below.

The HR Volunteers Coordinator (VC) will be responsible to guarantee that the inspector is not contacted to participate in consecutive inspection cycles of a centre.

5. Scenarios & Actions

PERSONNEL	SCENARIO	ACTION
Inspectors	Inspector previously worked at the centre, has a current application for employment or have been offered a position at the centre.	Inspector shall not participate in the inspection of the centre.
	Family members of the inspector are part of the staff at the centre going through the JAC assessment	Inspector shall not participate in the inspection of the centre
	Inspector has a professional or personal relation/interest with the centre	Inspector shall not participate in the inspection of the centre
	Personnel from the inspected centre being present at meals/meetings when the inspection is being discussed.	Inspector shall report the incident to the AC.
	Inspector has directly assisted centre with preparations	Inspector shall not participate in the inspection of the centre
	Reciprocal visits between inspectors and centres.	Inspector shall not participate in the inspection of the centre.

For any other potential conflict of interest or in case of doubts, the inspector shall notify the JACIE Office, who will decide if the potential conflict is sufficient to exclude them from the inspection.

Contact

In case of doubts or questions, please do not hesitate to contact the JACIE Office:



JACIE Accreditation Office

EBMT Executive Office



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