



Better health through laboratory medicine

Policy #2-11

Conflict-of-Interest Disclosure Statement and Copyright Assignment

Scope:

This policy covers the AACC Board of Directors and all other volunteers engaged in AACC activities.

Purpose:

To define potential conflicts of interest of AACC leadership and intellectual property rights of AACC leadership and volunteers engaged in AACC activities.

Policy Statement:

AACC desires to maintain open and transparent discussion and decisions on all matters of interest to the association and its members. All officers, Board of Directors members, House of Delegates officers, division officers, committee chairs and all other volunteers engaged in AACC activities are required to complete a Conflict-of-Interest Disclosure Statement.

All potential conflicts as described below must be disclosed. Disclosure is intended to ensure transparency. The existence of a potential conflict does not preclude service to the AACC. However, when a topic for which an individual has a potential conflict, whether real or perceived, is under discussion, the individual is expected to declare the potential conflict, and at the discretion of the presiding individual, abstain from discussion and/or voting.

Information on disclosed interests will be kept on file at the AACC office. Disclosed interests will be reviewed by the presiding individual responsible for the specific AACC activity in which the AACC member is participating. The presiding individual for the specific AACC activity is responsible to make a decision if an individual's conflict is sufficient to preclude participation in the activity, or in discussion, and/or in voting on a given topic. The presiding individual's conflict statement will be reviewed by the position to which that entity reports.

Individuals are expected to protect the confidentiality of AACC information they may receive as a result of service on a committee or other leadership entity. Individuals must not, without appropriate authorization, disclose to any third party any confidential information or document to which they obtain access by virtue of service to the AACC. This includes, but is not limited to, discussions of documents relating to strategies or plans, documents marked confidential, financial or marketing information, or unpublished data. Individuals are expected to inform the AACC of any changes in potential conflicts of interest that may occur during the period in which they serve on a committee or other leadership entity.

In addition, all officers, Board of Directors members, House of Delegates officers, division officers, committee chairs and other volunteers are required to agree that any intellectual property generated by their participation in AACC activities belongs to AACC and not to the individual members.

Review and Revision:

February 19, 2011

December 10, 2012

January 29, 2013

AACC Conflict-of-Interest Policy and Disclosure Form

AACC Conflict-of-Interest and Copyright Assignment Policy

AACC desires to maintain open and transparent discussion and decisions on all matters of interest to the association and its members. All officers, board of directors members, House of Delegates officers, division officers, committee chairs, and all members of a clinical practice guideline committee or an education program development committee are required to complete a conflict-of-interest form at the beginning of each year of service to the association.

All potential conflicts as described below must be disclosed. Disclosure is intended to ensure transparency. The existence of a potential conflict does not preclude service to the AACC. However, when a topic for which an individual has a potential conflict, whether real or perceived, is under discussion, the individual is expected to declare the potential conflict, and at the discretion of the presiding individual, abstain from discussion and/or voting.

Information on disclosed interests will be kept on file at the AACC office. Disclosed interests will be reviewed by the presiding individual responsible for the specific AACC activity in which the AACC member is participating. The presiding individual for the specific AACC activity is responsible to make a decision if an individual's conflict is sufficient to preclude participation in the activity, or in discussion, and/or in voting on a given topic. The presiding individual's conflict statement will be reviewed by the position to which that entity reports.

Individuals are expected to protect the confidentiality of AACC information they may receive as a result of service on a committee or other leadership entity. Individuals must not, without appropriate authorization, disclose to any third party any confidential information or document to which they obtain access by virtue of service to the AACC. This includes, but is not limited to, discussions of documents relating to strategies or plans, documents marked *confidential*, financial or marketing information, or unpublished data. Individuals are expected to inform the AACC of any changes in potential conflicts of interest that may occur during the period in which they serve on a committee or other leadership entity.

AACC Conflict-of-Interest Disclosure Form and Copyright Assignment

Name

Employer

Position with Employer

To add additional employers:

Employer

Position with Employer

Employer

Position with Employer

Part 1: Disclosure of Financial Interests

In this section, please disclose any financial interest. Disclosure means transparency, not necessarily a conflict of interest. Information should be declared if a reasonable observer would consider it to be a potential conflict.

For each of the areas of potential conflict of interest noted below, please indicate if at present, or within the past 12 months, you have a relationship with an entity (commercial or non-commercial) from which you received more than \$5,000. Money received from an employer for salary, travel or other costs associated with business responsibilities does not need to be included.

- (1) Check either the Yes or No box. If you respond No, proceed to the next question.
 - (2) If you respond Yes, under Entity, type the name of any applicable company, organization, or other type of entity (commercial or non-commercial) for that category, one entity per line.
 - (3) If you have more entities to list than will fit under each category, please use the blank page at the end of the form.
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A. Consultancy(ies), Advisory Boards, etc.

Entity(ies)	Yes	No
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B. Lecture Fees Paid by Entity (Honoraria, Speakers Bureau, etc.)

Entity(ies)	Yes	No
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C. Expert Witness

Entity(ies)	Yes	No
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D. Grants (received or pending)), Including Contracted Research

Support from a commercial or non-commercial funding, e.g., industry, a government source such as the NIH, or a foundation, or other for-profit or non-profit source. Note, the grant may or may not include salary support or consulting fee. Also include donated goods or services, e.g, reagents or instruments donated for a project.

Entity(ies)	Yes	No
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E. Patents or Royalties Received or Pending

Entity(ies)	Yes	No
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F. Ownership or Beneficiary of Stock (including options, but excluding mutual funds) of more than \$5,000 worth of stock or other equity interest or one percent (1%) of the shares of a corporation.

Entity(ies)	Yes	No
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G. Items or Benefits of Substantial Value, e.g., free trips, accommodations, sports tickets, appliances, electronic devices, etc., valued at \$5,000 or more, in aggregate, from any one commercial entity or related entities.

Entity(ies)	Yes	No
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H. Other Relevant Financial Interests

For recording any other financial interests not listed above.

Yes	No
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Entity(ies)

I. Spouse, Domestic Partner, and Business Partners

List your knowledge of any business relationships your spouse, domestic partner, or business partners have which could pose an actual or perceived conflict of interest.

Entity(ies)	Yes	No
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Part 2: Leadership in Other Associations

List association affiliations below, if at present, or within the past 12 months, you, any spouse, domestic partner, or business partner have had a leadership position (officer, director, or committee or other subdivision chair) with another clinical laboratory, medical or pharmaceutical-related association, OR you know you will have or expect to have in the near future such an affiliation, please respond below.

Entity(ies)	Yes	No
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Part 3: Duty to Respect Confidentiality

I will not, without appropriate authorization, disclose to any third party any confidential information or document to which I obtain access by virtue of my service to AACC. This includes, but is not limited to, discussions or documents relating to strategies or plans, documents marked “confidential,” financial or marketing information, or unpublished data. If I have any reasonable doubt about whether particular information or a particular document is confidential, I will not make disclosure unless I have first clarified the situation with appropriate AACC officials or staff and obtained authorization.

Part 4: Disclosure of Conflicts

If a matter arises during a discussion with respect to which I may have (or reasonably be perceived to have) a potential conflict of interest, I will disclose the nature of the conflict (or potential conflict) when the matter arises. Unless permitted to do so by the presiding individual (or other AACC official), I agree not to participate in any vote (or, if the presiding individual or other AACC official so decides, in any discussion) on any such matter.



Attestation

I attest that I have read and understand the AACC’s Conflict-of-Interest Policy, and I agree to protect the confidentiality of AACC information as required by the policy. I further attest that I have made, herein, the requested disclosures to the best of my knowledge, and recognize that I must make disclosure of any outside interests that might bias, or that might reasonably be perceived as biasing, any action that I might take or any statement that I might make in connection with my service to the AACC. I attest that I will inform the AACC of any changes in potential conflicts of interest that may occur during the period in which I serve on a committee or other leadership body.

I recognize that if I fail to make the disclosures set forth in Parts 1 and 2 above or honor the commitments in Parts 3 or 4, I shall be subject to removal from the body of the AACC on which I serve, and I shall forfeit any eligibility for indemnification that I may have under the bylaws of the AACC or otherwise. If I have any questions about the AACC’s Conflict-of-Interest Policy or about this Disclosure Statement, I shall raise those questions with the executive vice president of the AACC.

In addition, I hereby assign to AACC all rights, including copyright, in any intellectual property generated by my participation in AACC activities.

Typing your name and the date below will serve as your electronic signature.

Name

Date

To submit, please hit the Submit button in the upper right-hand corner of the form.

If you click on File in the upper left-hand corner of the page, you can click on Save As to save a copy of the form or Print to print a copy of the form.

Review and Revision:

February 19, 2011

January 1, 2013