

BOARD OF PHARMACY SPECIALTIES CONFLICT OF INTEREST POLICIES

Extracted from Operating Procedures

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The following procedures outline the management of potential conflicts of interest and confidentiality of information with respect to BPS certification activities:

BPS Board of Directors and Specialty Council Members

1. No member of BPS' governance and organizational structure or one of its subject-matter-expert groups shall vote on any matter which will more than insignificantly affect, financially or otherwise, that individual or a member of that individual's family or the individual's employer. For example, voting on establishing the rate of certification fees would be considered insignificant, while voting on matters which will affect an organization of which the individual and his/her family owns at least 10% of the stock of the organization would be more than insignificant.
2. No member of BPS' governance and organizational structure or one of its subject-matter-expert groups shall vote on any matter which will materially affect, financially or otherwise, any business competitor of the Board or any customer of the Board for which those individual acts or serves in the capacity of an employee, a stockholder, a director, an owner, a partner, a committee member, or such other similar position.
3. No member of BPS' governance and organizational structure or one of its subject-matter-expert groups shall serve concurrently as an elected officer or member of a governing body (e.g., Board of Directors) for another organization that has a contractual relationship (e.g., professional development programs for recertification credit) with BPS. If such a situation arises, the BPS appointee must resign from one of the roles and notify BPS staff as soon as possible.
4. Except as provided by the Bylaws or Governing Policies, or approved by the Board, no full or part-time employee, officer, or consultant of the Board shall act or serve as a voting member of the Board.
5. No member of BPS' governance and organizational structure or one of its subject-matter-expert groups, during his/her term may represent himself/herself or any other party in negotiations or other dealings with the Board on any matter, including proposals, projects, employment opportunities, and other related Board matters.
6. The Board of Directors must approve the employment by BPS of any individual who has been actively involved in the governance of the Board within the preceding two (2) years.
7. No member of BPS' governance and organization structure or one of its subject-matter-expert groups shall at any time disclose to others or use for that individual's benefit or the benefit of others any confidential or proprietary information owned, possessed or used by the Board, except as authorized by the Board and for its benefit.
8. Members of BPS' governance and organizational structure or one of its subject-matter-expert groups shall **not**, during their term, participate in the development or presentation of programs directly or indirectly related to the content of specialty certification examinations, such as preparatory/review courses and professional development programs approved for BPS recertification. These same individuals are also prohibited from such activities for the two (2) years following the completion of their service to BPS.

Orientation of the Board of Directors and Specialty Council Members

1. During formal orientation of every new member of the Board and of the Specialty Councils, at or prior to their first meeting, BPS General Counsel and/or senior staff review the policy and its importance and respond to questions.

2. Annually, at or prior to the spring meeting of the Board and each Specialty Council, all members are provided a copy of the procedure and the annual non-disclosure attestation (NDA) form outlining the need for complete security and confidentiality when handling all BPS intellectual property, the conflict of interest (COI) form, the commitment to serve (CTS) form, and the anti-trust policy (ATP) form ensuring compliance with all Federal and State Antitrust laws, rules and regulations. All completed attestation forms are submitted to the BPS General Counsel. [See TEMPLATE- BPS SME Attestation Form- 1. Non-Disclosure Agreement, TEMPLATE BPS SME Attestation Form 2-Conflict of Interest Policy, and TEMPLATE BPS SME Attestation Form 3-Anti-Trust Policy, TEMPLATE BPS SME Attestation Form 4-Commitment to Serve.](#)
3. At the beginning of each business meeting of the Board and Specialty Council, during the agenda review, the Chair will call for discussion of any apparent or perceived conflicts of interest on the part of any of the attendees. Identified material conflicts will be addressed and resolved prior to discussion of pertinent item(s).
4. It is at the sole discretion of the Chair of the Board of Directors or the Chair of any Specialty Council, that any individual with an actual or potential conflict of interest may, in addition to being excluded from voting on the matter in question, also be excluded from any participation in the matter and/or may be excluded from the meeting during consideration and voting upon the matter in question.

Violation of the Policy

1. Certificants who violate BPS Conflict of Interest and Confidentiality policies will be subject to provisions of **Policy 11.3a, Withdrawal of Certification**, in the BPS Policies and Procedures Manual.