**Checklist for monitoring Conflict of Interest Policy**

The purpose of this checklist[[1]](#footnote-1) is to help health services review and monitor the conflicts of interest policy and its effective implementation across the health service.

# Monitoring the policy and its implementation

The development of the health service’s conflicts of interest policy and its introduction across the organisation is an essential process in ensuring that conflicts of interest are identified and managed in a transparent and accountable manner. As part of the ongoing implementation process, the policy and its supporting structures and processes need to be regularly reviewed and monitored to ensure the continued relevance of the policy and its application.

Health services can regularly check their conflict of interest policies by using the following checklist.

| Yes | No |  |
| --- | --- | --- |
|  |  | Have managers at all levels expressed their commitment to the policy? |
|  |  | Has the policy been made available to everyone within the health service? |
|  |  | Is the policy easily accessible to everyone within the health service? |
|  |  | Is the policy and its supporting procedures available on the intranet? |
|  |  | Have members of the health service been made aware of the policy and its requirements? |
|  |  | Have managers and staff received adequate training in how to manage conflicts of interest? |
|  |  | Do staff and managers know where to seek advice about the policy? |
|  |  | Have authorised officers been designated to maintain the policy and manage its ongoing implementation? |
|  |  | Have the duties of authorised officers been determined? |
|  |  | Is there provision for a regular review and updating of the policy? |
|  |  | Are policy and procedure updates communicated to all staff and managers in the health service? |
|  |  | Are conflict of interest issues incorporated into the organisation’s recruitment and selection processes? |
|  |  | Are conflict of interest discussion a regular feature in staff meetings? |
|  |  | Are examples of effectively managed conflicts of interest profiled within the agency? |
|  |  | Are there mechanisms to ensure external awareness of the health service’s policy and stance on conflicts of interest applied effectively? |
|  |  | Are the conflicts of interest mechanisms in contracting and tendering processes applied effectively? |
|  |  | Is there a process to capture complaints of unmanaged or inappropriately managed conflicts of interest that may be detrimental to the organisation? |
|  |  | Is management of conflict of interest incorporated into the health service’s audit program? |

# Disclaimer

The information presented in this document is general in nature and based on HealthShare Victoria’s interpretation of the Health Services Act 1988 (Vic) and any ancillary legislation and regulations in effect at the time and should not be relied upon as legal advice. Please consider seeking professional and independent advice from your legal representative as to the applicability and suitability of this information and the legislation to your own business needs or circumstances.

1. This checklist is based of the [Victorian Public Sectors Commission’s](https://vpsc.vic.gov.au/) Checklist for monitoring you conflict of interest policy. [↑](#footnote-ref-1)