

## Managing Conflicts of Interest – Quick Guide

<b>Gift Gifts and Hospitality Declaration Form</b>	<b>Accept Yes/No</b>	<b>Actions Required</b>
<b>Cash and Vouchers</b>	Any amount –NO	Gifts of cash and vouchers to individuals should always be declined.
<b>Non-Cash (Gift) from Patients, Patient’s Relatives</b>	Under £50 – Yes  Over £50 – No (not in a personal capacity)	No declaration required.  If over £50 can be accepted on behalf of the Trust and must be declared  See policy re multiple gifts from single source.
<b>Gifts from Third Parties (eg Suppliers)</b>	£6 or less – Yes  Over £6 – No	No declaration required
<b>Hospitality Gifts and Hospitality Declaration Form</b>	<b>Accept Yes/No</b>	<b>Actions Required</b>
<b>Meals/refreshments</b>	£25 or less – Yes  Between £25 and £75 – Yes  Above £75 – No (in exceptional circumstances)	No declaration required  Declaration required.  Declaration required if accepted and senior approval required in advance
<b>Travel and Accommodation</b>	Modest offers to pay for work related event – Yes  Offers going beyond what the Trust would offer – No (unless in exceptional circumstances)	Declaration required  Declaration required if accepted and senior approval required in advance.
<b>Declarations of Interest – Interests Declaration Form</b>		
<b>Outside Employment</b>	Staff should declare any existing outside employment on appointment and any new outside employment when it arises.	
<b>Clinical Private Practice</b>	Clinical staff should declare all private practice on appointment and/or any new private practice when it arises	
<b>Shareholdings and Other ownership issues</b>	Staff should declare as a minimum, any shareholdings and other ownership interests in any publicly listed, private or not-for-profit company, business, partnership or consultancy which is doing, or might be reasonably expected to do, business with the organisation.	

<b>Patents</b>	Staff should declare patents and other intellectual property rights they hold (either individually, or by virtue of their association with a commercial or other organisation), including where applications to protect have started or are ongoing, which are, or might be reasonably expected to be, related to items to be procured or used by the organisation.
<b>Loyalty Interests</b>	Loyalty interests should be declared by staff involved in decision making.
<b>Sponsorship – Sponsorship Declaration Form</b>	
<b>Donations by suppliers or bodies seeking to do business with the organisation</b>	Donations made by suppliers or bodies seeking to do business with the organisation should be treated with caution and not routinely accepted. In exceptional circumstances they may be accepted but should always be declared. A clear reason should be recorded as to why it was deemed acceptable, alongside the actual or estimated value.
<b>Sponsored Events</b>	Sponsorship of events by appropriate external bodies will only be approved if a reasonable person would conclude that the event will result in clear benefit for the organisations and the NHS.
<b>Sponsored Research</b>	Funding sources for research purposes must be transparent.  Any proposed research must go through the relevant health research authority or other approval process.
<b>Sponsored Posts</b>	External sponsorship of a post requires prior approval from the organisation.  Rolling sponsorship of posts should be avoided unless appropriate checkpoints are put in place to review and withdraw if appropriate.