

Conflict of Interest and Confidentiality Agreement for Appeal Panel Members

The European Council on Chiropractic Education appeal process must meet the highest ethical and integrity standards in all its aspects in order to continue to merit the trust and confidence of the chiropractic education community, the profession, the public authorities and the public. Therefore, according to the *Accreditation procedures and standards in first qualification chiropractic education and training* (Version 4.2 December 2013) the Appeal panel member must sign a statement declaring no conflict of interest and a confidentiality agreement (4- APPEALS 4.3. V)

Conflict of Interest

A Conflict of Interest occurs whenever there is a conflict (or appearance of a conflict) between the personal or private interests and the professional responsibilities of an ECCE Appeals Panel. A conflict of interest may compromise the objectivity and fairness of the appeal process decisions. Conflicts of interest arise when the Appeal Panel member is an employee (in a permanent, visiting or temporary capacity), or related to an employee or student of an institution or programme currently undergoing an appeal process after an accreditation decision, as well as to anyone related to or employed by any member of the ECCE. There may be a real, perceived or potential conflict of interest when the panel member:

- would receive professional, personal benefit from the Appellant, its umbrella institution/University or the European Council on Chiropractic Education.
- has a professional or personal relationship with the Appellant, its umbrella institution/University or the ECCE.
- has a direct or indirect financial interest or benefit not limited the financial agreed cost estimated by the Appellant and the Council

Disclosing and Managing Potential Conflicts of Interest

ECCE Appeal Panel members will notify the ECCE President if they have a potential conflict of interest – or if they believe anyone else is facing a potential conflict of interest. The ECCE President will notify the other ECCE executive members as well as the institution undergoing the appeal process. If it is determined that a true conflict of interest exists, the Appeal Panel member must remove him/herself from all activities relating to the appeal process for the involved institution/programme.

Confidentiality

Documentation submitted to the Appeal panel by the Appellant and the ECCE are confidential and for panel member use only. The documentation may contain personal information and confidential information. It must be used only for the purpose for which it was originally collected. The documentation must be stored by the appeal panel member in a secure manner to prevent unauthorized access.

Panel auditions and deliberations are confidential. Comments made by Appeals panel members, the Appellant or ECCE members during the process must never be discussed or disclosed with individuals not involved in the Appeal process unless required by legislation or the courts.

Confirmation

I have read and understood the *Conflict of Interest and Confidentiality Agreement*. By signing this form, I certify that I am not currently ineligible to act as an Appeal panel member.

I agree to take personal responsibility for complying with these requirements and understand that it is my obligation to notify the ECCE President of any potential or real conflicts of interest.

NAME

ADDRESSE

SIGNATURE

DATE