



Canadian Pharmacy Residency Board (CPRB) Residency Program/CPRB Conflict of Interest Disclosure Form

Background

The purpose of this process is to provide programs and surveyors the assurance of an objective survey by providing:

- a method to document, track and reach an agreement with programs regarding surveyor visits
- a process in which a program can safely raise objections to the surveyors assigned for their visit if the program perceives a conflict of interest
- a process for individual surveyors to self-identify perceived or real conflicts of interest for their assigned survey visits and be able to address these situations
- a system that allows for intra-provincial surveyors where it is deemed to be appropriate-current examples would be ON and QC but may include other areas in future

Surveyor-Identified Conflicts of Interest

Surveyors review the potential conflict criteria listed below. If there is a potential for a conflict of interest or perceived conflict of interest, the surveyor completes the declaration in Appendix A and submits to Chair of the CPRB. This should occur at the time that the draft survey schedule is circulated to the Surveyors Group.

Program-Identified Conflicts of Interest

The program being surveyed reviews the potential conflict criteria listed below. If the program identifies a potential conflict of interest the residency program director completes the declaration in Appendix A and submits to the chair of the CPRB.

Conflict of Interest Criteria

- 1) The surveyor has completed the residency or fellowship at the site within the past 10 years and/or there are still some of the same practitioners in a residency leadership role at the organization.
- 2) The surveyor was a program director, program coordinator, director of pharmacy, faculty liaison, or preceptor for the program that is being reviewed within the past ten years.
- 3) The surveyor trained the program director, director of pharmacy, or residency coordinator at the program that is being surveyed within the last ten years.
- 4) The surveyor has provided consultation services for the department of pharmacy, health system, or university (i.e., Québec) within the last 4 years.
- 5) The surveyor practices or resides within the same geographic area.

- 6) The surveyor has any business/professional or close personal relationship with the Residency Program Director, Residency Program Coordinator, Director of Pharmacy, current residents or preceptors.
- 7) The CPRB surveyor works closely or is associated with the program to be surveyed. Examples of “working closely with” are:
- The CPRB surveyor directs or coordinates a program that offers rotations to residents of the program being surveyed
 - The CPRB surveyor serves as a faculty advisor or preceptor to residents of the program being surveyed
 - The CPRB surveyor is a member of a Residency Advisory Committee with representatives of the program being surveyed
 - The CPRB surveyor is a close working colleague of the director, coordinator or preceptors of the program being surveyed
 - The CPRB surveyor is an employee of an organization whose resident’s complete rotations at the residency program being surveyed

Appendix A

Program Conflict of Interest Declaration

Completed by (v): Program Surveyor

To: Chair of the Canadian Pharmacy Residency Board

Program: _____ Date: _____

Please be advised I/we have identified a potential conflict(s) of interest as identified below with respect to the scheduled residency program survey visit for <organization> to be surveyed by <insert name of surveyor(s)>. In order to avoid any real or perceived conflict of interest I/we request an alternate assignment.

Check all Applicable (v)	Conflicts
	The surveyor has completed the residency or fellowship at the site within the past 10 years and/or there are still some of the same practitioners in a residency leadership role at the organization.
	The surveyor was a program director, program coordinator, director of pharmacy, faculty liaison, or preceptor for the program that is being reviewed within the past ten years.
	The surveyor trained the program director, director of pharmacy, or residency coordinator at the program that is being surveyed within the last ten years.
	The surveyor has provided onsite consultation services for the department of pharmacy, health system, or university (i.e. Québec) within the last 4 years.
	The surveyor practices or resides within the same geographic area.
	The surveyor has any business or close personal relationship with the Residency Program Director, Residency Program Coordinator, Director of Pharmacy, current residents or preceptors.
	The CPRB surveyor directs or coordinates a program that offers rotations to residents of the program being surveyed.
	The CPRB surveyor serves as a faculty advisor or preceptor to residents of the program being surveyed.
	The CPRB surveyor is a member of a Residency Advisory Committee with representatives of the program being surveyed.
	The CPRB surveyor is a close working colleague of the director, coordinator or preceptors of the program being surveyed.
	The CPRB surveyor is an employee of an organization whose resident's complete rotations at the residency program being surveyed.
	No conflict identified.
	Other (provide details)

Print Name: _____

Signature: _____