

Your cooperation in complying with these requirements is appreciated.

Return this form by November 17, 2003 to:

SCAR
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American College of Radiology Conflicts of Interest

The American College of Radiology depends to a great extent on the knowledge, expertise, and efforts of members who volunteer their services, and it is desirable that as many members as possible participate in its activities. The confidence that members of the profession and the public have in radiology and radiologists depends on the integrity of those who represent the College.

Chancellors, officers, committee or commission members, staff, volunteers, and all others representing or acting on behalf of the American College of Radiology should avoid conflicts of interest or the appearance of conflicts of interest. All decisions and actions considered or made by such individuals should be based solely on the best interests of the College and in accordance with applicable federal, state, and local laws and regulations. Personal considerations should not be a factor in any action or decision made on behalf of the American College of Radiology.

What Is a Conflict of Interest?

A conflict of interest occurs whenever an individual or a member of his or her immediate family has a direct or indirect interest or relationship, financial or otherwise, that may conflict or be inconsistent with the individual's duties, responsibilities, or exercise of independent judgment in any transaction or matter involving the College.

A conflict of interest does not necessarily imply that an individual is ineligible to serve on a College committee, commission, or task force or cannot represent the College in a specific situation, but it may indicate that participation in some matters should be avoided or limited. Questions relating to whether a conflict might arise should be referred to the chair of the Board of Chancellors or the College's executive director.

Reporting Conflicts of Interest

If an individual has an actual or potential conflict of interest relating to business or transactions before the College, he or she should immediately notify the chair of his or her commission, committee, or task force or the chair of the Board of Chancellors *and* the executive director of the College. Members of the College's staff should disclose potential or actual conflicts of interests to the executive director. The executive director should disclose his own conflicts of interest to the chair of the Board of Chancellors. In making the disclosure, the individual should reveal all material facts about the conflict of interest and explain his or her relationship to the transaction or matter at issue. In some circumstances, full disclosure of the conflict may in itself be sufficient to ensure the integrity of College operations.

If a conflict of interest arises in connection with the activities of a deliberative body, such as a commission, committee, or the Board of Chancellors, the conflict should be disclosed to the other members of the body and the individual should not participate in the consideration of the matter at issue. Any withdrawal by a member of a commission, committee, or task force and the reasons for it should be recorded in the minutes of the meeting. Councilors and alternate councilors with a conflict of interest relating to a policy matter before the Council may participate in debate on that issue after disclosing the conflict to the Council but should refrain from voting.

When a conflict arises from an individual's presentation or participation in a seminar, workshop, or other such event, or in connection with an individual's contributions to a College publication, the facts giving rise to the conflict should be disclosed to other participants, attendees, or readers and the individual should clearly identify his or her statements or contributions as personal opinions.