

**DERMATOLOGY NURSES' ASSOCIATION
POLICY/PROCEDURE**

**CONFLICT OF INTEREST POLICY
FOR ELECTED AND APPOINTED OFFICIALS**

POLICY:

All elected and appointed officials of the Dermatology Nurses' Association (DNA), including all volunteer board and committee members, shall exercise their respective powers and duties in the best interests of the DNA. These officials shall not use their position to advance any private interest or any interest with an individual or entity with whom the officials have a significant relationship. All elected and appointed officials shall disclose detailed information regarding any interest they maintain with sponsoring organizations or companies that could be construed to potentially affect their independent and unbiased judgment relating to their duties as an elected or appointed official of DNA. This includes any employment or consulting relationships with pharmaceutical or other industry, or organizations that directly or indirectly compete with the mission and / or initiatives of the DNA for example other dermatology related organizations, publications.

Elected and appointed officials shall not:

1. Engage in improper disclosure of confidential information gained as elected or appointed officials.
2. Use or attempt to use their official positions and titles to secure special privileges, exemptions, or personal profit.
3. Allow other employment or interests to impair their independence of judgment in the performance of their duties as an elected or appointed official of the DNA.
4. Allow other employment or interest to interfere with the ethical performance of their duties.
5. Accept compensation from any source if such acceptance tends to influence their official DNA duties.
6. Hold a contracted position with DNA, nor shall a member of the official's immediate family hold a contracted position with DNA. A contracted individual is ineligible to participate on the DNA Board unless the person resigns from the contracted position.

Elected and appointed officials shall "abstain with cause" from part or all of any discussions and/or votes that may arise involving the disclosed affiliation.

Board members are allowed to present at any DNA nationally sponsored event, except for the following restrictions: 1) the presentation may not be a promotion for any company; and/or 2) the presentation does not interfere with board business. Board members are ineligible for awards through the DNA awards program while they are in office.

PROCEDURE:

1. A copy of this policy shall be given to candidates prior to assuming their elected or appointed positions.
2. Annually, the DNA National Office shall distribute the Conflict of Interest Disclosure Declaration (below) to all elected and appointed officials within 30 days of the DNA annual convention.
3. Elected and appointed officials shall submit the signed Conflict of Interest Disclosure Declaration to the National Office within 14 days of receipt of the form.
4. Staff shall prepare a report of all disclosed conflicts for review by the Board.
5. DNA Board will review the report, identify potential conflicts, and consider appropriate resolution in consultation with the individual in question.
6. All resolution options will be explored, up to and including removal from the position should that become necessary.

**DERMATOLOGY NURSES' ASSOCIATION
CONFLICT OF INTEREST DISCLOSURE DECLARATION**

As an elected or appointed official of the Dermatology Nurses' Association, I hereby acknowledge that I occupy a position of trust and that I am expected to act at all times in good faith, and without bias or favor to outside interests. Whenever my outside interest or other responsibilities potentially conflict with my duty to the Association, I will disclose these potential conflicts and will act in such a manner as to avoid even the appearance of using my position to advance any other interest or any individual or entity with whom I have a significant relationship over the interest of DNA. In particular, I will not act in a way inconsistent with the purposes and interest of the Association.

I hereby certify that, to the best of my knowledge, no aspect of my current personal or professional circumstances places me in the position of having other interests that are in conflict with the interest of the Dermatology Nurses' Association or any of my obligations as an elected or appointed official of the Association, other than as disclosed on this form.

I am aware that if I am a member of the Board of Directors, I am ineligible for awards through the awards program of the DNA while I am in office.

NAME: (please print or type): _____

Signature: _____ Date: _____

DNA Title/Position: _____

I have a potential conflict of interest in the following circumstances:

ORGANIZATION

RESPONSIBILITY OR POTENTIAL CONFLICT

<p><i>Examples:</i></p> <ol style="list-style-type: none"> 1. Pharmaceutical Company 2. Competing Professional Organization / Foundation/ Political Action Committee 3. Competing Journal 	<p><i>Examples:</i></p> <ol style="list-style-type: none"> 1. Shareholder (not including mutual funds), speakers' bureau, advisory board, 2. Board member, staff, program / education chair or fundraiser 3. Editorial board member / manuscript reviewer

NAME: (please print or type): _____

Signature: _____ Date: _____

DNA Title/Position: _____