

	Policy: Conflict of interest Guidelines for CMLA Board Members, Application Reviewers, and Staff	Date Created:	04/20/2011
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Policy:

The Commission for Motion Laboratory Accreditation Board, hereafter the *CMLA Board*, adopts the following procedural standards to avoid actual or perceived conflicts of interest. These standards will be enforced by the CMLA Board.

Guidelines and Procedure:

1. Definitions:
 - a. *CMLA member*: a CMLA Board member, staff, or external lab reviewer.
 - b. *Immediate family*: a spouse, life partner, child, parent, or sibling of a CMLA member.
 - c. *Consultation*: the provision of advice on such matters as lab development or evaluation, organizational structure or design and institutional management or financing; however, this term is not meant to exclude provision of short-term educational services, e.g., as guest lecturer. Consultation does not include general advice about the accreditation process by Board members.

2. A CMLA member will not participate as a member of an accreditation application review panel or vote on an accreditation review if any of the following conflicts exists:
 - a. The applicant is from an institution from which the member graduated (within the last 3 years) or with which the member or immediate family member is connected (within the last 3 years) as a student, faculty member, clinician, administrative officer, staff member, agent; or job interviewee.
 - b. The applicant is from an institution within the member’s hospital system, and the member has direct involvement with the applicant’s institution or business system.
 - c. The applicant is from an institution in which the member or immediate family member has any financial, political, professional or other interests that may conflict with the interests of the CMLA.
 - d. An institution has identified a member as being in conflict with the institution.
 - e. The member has personally deemed themselves to be in conflict with the institution under review, such as, but not limited to: participation in accreditation or other review activities for other agencies or close personal relationships with individuals at the institution.

3. A member will recuse themselves from formal deliberation of their own institution and will not participate in any discussions of their institution’s application with other members while an institution is under review by the CMLA. The **ONLY** exception in which limited discussion may be permitted may occur when the

CMLA Board specifically requests information from the member to clarify aspects of an application in the interest of expediting the application review procedure and applicant's representative is not immediately available. This discussion is limited to answering specific questions posed by the CMLA Board.

4. A member will not act as an external consultant on any topic to an institution that they have reviewed until that institution has been determined to be in compliance with all criteria.
5. A member will recuse oneself from any discussion of an accreditation application from their institution unless they are specifically asked a clarifying question in accordance with item 3 of this policy.
6. A member will not have any formal or informal communication with an applicant regarding CMLA accreditation criteria or private CMLA Board discussion while an applicant's accreditation application is being reviewed, unless they are a member of the application review panel and are specifically seeking clarifying information from the applicant.
7. CMLA discretion. Whenever in these guidelines a term is not explicitly defined, the definition of such term and its potential for creating a conflict of interest shall be at the discretion of the CMLA Board.