

2023

Essential Drug and Alcohol Service



TRAINING, THERAPY & HEALTH SERVICES

The purpose of this policy is to identify the key principles that EDAS will adopt in the management of conflicts of interest.

Definition of a conflict of interest

For the purposes of this policy and procedure, EDAS has adopted the definition used by the regulatory authorities in relation to conflicts of interest. A conflict of interest exists where:

- i. a centre's interests in any activity undertaken by it, on its behalf, or by a member of its staff have the potential to lead it to act contrary to its interests in the development, delivery and award of qualifications in accordance with regulatory requirements.
- ii. a person who is connected to the development, delivery or award of qualifications at Ascentis, ILM, NOCN or any other regulatory body that EDAS be contracted with, has interests in any other activity which has the potential to lead that person to act contrary to his or her interests in that development, delivery or award and impact on our compliance with the requirements of the regulator's Conditions of Recognition.
- iii. an informed and reasonable observer would conclude that either of these situations was the case.

EDAS should identify, manage, and monitor all conflicts of interest and any scenario in which it is reasonably foreseeable that any conflict of interest will arise in the future. Any queries about this policy should be raised with The Head of Compliance and Quality Assurance in the first instance.

Policy Detail

A conflict of interest is where an individual or organisation has competing interests or loyalties. Conflicts of interest can arise in a variety of circumstances and it is likely that you may encounter potential conflicts of interest from time to time.

Examples include:

- where an assessor, internal verifier or invigilator has a personal relationship with a learner or candidate
- where someone works for or carries out work on behalf of Ascentis, ILM, or NOCN who has friends or relatives taking Ascentis, ILM or NOCN assessments or examinations
- where an individual has a position of authority in an organisation which may conflict with the role of the individual in another organisation.
- when an activity undertaken on behalf of Ascentis, ILM or NOCN has the potential to lead it to act contrary to its interests in the development,

delivery and award of qualifications in accordance with its regulatory responsibilities • where someone works for or carries out work on behalf of Ascentis, ILM or NOCN, but who may have personal interests - paid or unpaid – in another business which either uses Ascentis, ILM or NOCN products or services, or produces similar products.

Conflict of interest in the assessment and quality assurance of qualifications

The following guidance relates to the management of conflict of interest in the assessment and verification of qualifications:

1. EDAS must take all reasonable steps to avoid any part of the assessment and verification of a learner's work being undertaken by any person who has a personal interest in the result of the assessment 2. in the event that you identify a conflict of interest, the parties involved need to inform Ascentis, ILM or NOCN immediately by email. 3. if there is a connection between any EDAS learners and our allocated External Quality Assurer (EQA), EDAS must let the awarding body know so that they can avoid a conflict of interest. If the EQA identifies such a conflict of interest once they are externally verifying EDAS learners work, they will arrange for another member of the team to verify that learner's work. 4. In the event of any allegation of maladministration or malpractice, Ascentis, ILM or NOCN and EDAS centre managers must ensure that those involved in the investigation have no personal interest in the outcome.

How to manage a conflict of interest not identified until the time of assessment

Should a conflict of interest between staff and candidate be identified at the start of, or during the assessment, EDAS must:

1. replace the assessor/invigilator with another suitable member of staff 2. if this is not possible, EDAS must move the candidate to another assessment room 3. if this is not possible, EDAS must add an additional member of staff to supervise / assess those candidates 4. if this is not possible and there are no other opportunities for the learner to be assessed at that time, the assessment should be rescheduled.

Monitoring conflicts of interest in EDAS

EDAS is required to maintain a log of identified Conflicts of Interest in the Centre. The log should be made available for viewing upon request by the External Quality Assurer.

Notifying Ascentis, ILM or NOCN

EDAS must submit the Centre Declaration of Conflict of Interest Form to Ascentis, ILM or NOCN when a conflict of interest has been identified. The form must outline how EDAS intends to manage and monitor the conflict.

It is the responsibility of all EDAS staff to ensure that they are familiar with this policy and the requirement to disclose any activity that has the potential to constitute a conflict of interest.

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Dr Mindy Bartlett