

Code of Conduct For Verifiers

This document, which supplements the outline of the CRP verifier cohort sets out the appropriate conduct for the Clinical Research Practitioner (CRP) Register. The code outlines what is expected of them in terms of their behaviour and their actions in the execution of their duties.

At all times CRP verifiers are expected to adhere to the Code of Conduct as set out in this document, and on appointment will be asked to sign that this Code has been accepted.

Personal Conduct

Verifiers are expected to maintain the highest standards of personal conduct in the performance of their duties. In terms of their contact with others they are required to:

1. Maintain good practice with respect to the conduct of meetings and respect the views of their fellow members of the national verifier cohort.
2. At all times be mindful of conduct which could be deemed or thought to be unfair or discriminatory.
3. Treat the staff and officials of the Academy for Healthcare Science with dignity and respect.
4. Conduct themselves in a manner which reflects positively on the Academy; when attending external meetings, or any other events at which they are present; it is important for verifiers to remain aware at all times that they are representatives of the Academy.
5. Act to safeguard confidentiality, particularly in terms of any information to which they may become privy in the course of their role; verifiers will have access to confidential information and this should not be disclosed elsewhere.

6. Follow the seven principles of public life as set out by the Committee on Standards in Public Life:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership.

Conflicts of interest

On appointment, verifiers are required to list all relevant interests which may reasonably be thought – by any other person – to influence his or her actions in the performance of their duties. These interests may be reviewed on a regular basis by the Academy’s Head of Registration Services for CRPs; however it is the responsibility of the verifiers to inform the Academy immediately in writing of any changes to their interests.

A conflict of interest occurs when it might be difficult to remain/or be seen to be completely objective, e.g.

- you line manage the applicant
- you have a personal relationship with the applicant
- you are line managed by the applicant
- you have supervised the applicant in the last three years

It is not a conflict of interest if:

- you work in a different area of the Trust or Clinical Research Network to the applicant
- you have worked with them previously (over three years) as a peer
- you are on the same forums/attend the same conferences/meetings

Verifiers should:

1. Act with the utmost integrity in the performance of their duties and ensure that any conflicts of interest are made known to the Head of Registration Services for CRPs. If a verifier has been assigned an applicant with whom they have worked closely or trained, this must be declared to the Academy at their earliest convenience. Clinical Research Practitioners are part of a relatively small research delivery workforce and simply knowing an individual through meetings, social interactions etc. may not constitute a conflict. This can be discussed with the Head of Registration Services if there is any uncertainty.
2. Declare any conflict of interest that arises in the course of Academy business and any relevant business interests, positions of authority or other connections with organisations relevant to the business of the Academy.
3. Be aware that failure to disclose an interest which they are required to declare may result in their permanent removal from office.

Disqualification Criteria

Verifiers should be aware of the disqualification criteria which include:

Ceasing to be a registered professional or a member of the CRP accredited register

1. Being dismissed from a health service body for a capability or conduct reason.
2. Being suspended or disqualified from a healthcare profession.

Non-compliance with the code of conduct

Non-compliance with the Code may result in the Academy's Head of Registration Services for CRPs imposing sanctions as may be deemed appropriate, ranging from a written warning as to the verifiers expected future conduct to temporary exclusion or removal from office.

Code of Conduct Acceptance

I, (name)

Member of (statutory or accredited register)

.....

confirm that I have read and agree to abide by the Code of Conduct for the

Academy for Healthcare Science

Date

Signature.....

Please return to Milly Brittain, CRP Administrator, email: crpadmin@ahcs.ac.uk