

## SIGN policy on conflict of interests with form for completion by individuals, carers, voluntary organisations and members of the public to declare potential competing interests

**SIGN welcomes the participation of patients, carers, voluntary organisations and members of the public in the preparation of guidelines. The help of individuals and voluntary organisations helps SIGN to produce guidelines which are clear, comprehensive and patient centred.**

We ask everybody participating in guideline development to declare any potential conflict of interest, or any possibly competing interest.

To help SIGN to be sure that you are an appropriate person to participate, please, complete and sign the attached form. You may wish to make a copy of the completed form in case you want to refer to it in the future.

### ***What do we mean by a conflict of interest or a competing interest?***

Put simply a conflict of interest or a competing interest is an interest which may (or may be thought by others) to influence your judgement on the content of the guideline under discussion. For example, if you are involved with an organisation which campaigns for a particular type of therapy which might be approved in the guideline; or if you have shares in a pharmaceutical company which makes a drug which might be recommended in the guideline. Conflicts of interest can damage SIGN's reputation or trust and confidence in our guidelines. You are asked to declare not only your own interests but those of your partner, close relatives, employer or business in which you are involved. Non-financial as well as financial interests are to be declared and you are asked to look ahead to any interest you can foresee might arise in the next 12 months.

Competing interests include financial and non financial interests. Competing interests may be relevant to the guideline topic or they may be relevant to the work of SIGN in general

Financial interests include:

- ⦿ Details of any gifts or hospitality received which may be relevant to SIGN (for example, a link with a pharmaceutical company or with an organisation which has paid for you to attend a conference)
- ⦿ Money from being:
  - employed or self employed
  - a partner in a firm
  - a director of a company
- ⦿ Any allowance received in relation to being a member of an organisation
- ⦿ Healthcare related shares

Non-financial interests include membership of

- ⦿ Other public bodies
- ⦿ Clubs, societies or other organisations
- ⦿ Voluntary organisations; and
- ⦿ Trade unions.

***What happens to the declaration of interests forms?***

The SIGN Senior Management Team will consider whether it is appropriate for you to participate in the guideline development process.

The SIGN Programme Lead will hold all declarations of competing interests. These are made available in summary on the SIGN website.

**Form for completion by patients, carers, voluntary organisations and members of the public to  
declare any potential competing interests**

***Tell us who you are***

Name

Address

Which of the following options best describes you? (Please tick)

A past patient

A present patient

A carer

A family member

A member of the public

A Healthcare Improvement Scotland public partner

Representing a patient organisation? If so please name the organisation here

**Please tell us about any interests that may be relevant to the work of SIGN**

Category	Please give details of the interest and whether it applies to yourself or, a partner or a close relative
Details of paid employment which may be relevant to SIGN (this includes self employment)	
Details of any partnership you have in a firm where you are paid a salary	
Details of any limited company that you are a director of	
Details of any healthcare related shares you have (you do not need to tell us the value of these)	
Details of other public bodies you are involved with	
Details of voluntary organisations you are involved with	
Details of other organisations or clubs you are a member of	
Details of any gifts or hospitality received during the last 12 months which may be relevant to SIGN (for example, a pharmaceutical company or an organisation has paid for you to attend a conference)	

Please return this form to