Student Conflict of Interest Disclosure

Student Name ____________________________________________________________

School of Nursing _______________________________________________________

1. Do you (or members of your immediate family) have an employment, consulting, financial or other relationship with a supplier of products or services to St. Mary's? Check either yes or no.

   No □   Yes □

   If yes, please list each arrangement and provide an attached written explanation.

2. Do you (or members of your immediate family) have an employment, consulting, financial or other relationship with a competitor of St, Mary's?

   No □   Yes □

   If yes, please list each arrangement and provide an attached written explanation.

3. Do you (or members of your immediate family) have an employment, consulting, financial or other relationship in a company that does any kind of business with St. Mary's?

   No □   Yes □

   If yes, please list each arrangement and provide an attached written explanation.

4. Do you (or members of your immediate family) have an employment, consulting, financial or other relationship with an outside organization contributing gifts/funds to St. Mary's?

   No □   Yes □

   If yes, please list each arrangement and provide an attached written explanation.

Please describe on an attached sheet, if necessary, any other relationships, commitments, or activities you or any members of your immediate family have that may present or appear to present a commitment or conflict of interest with your use of St. Mary's Hospital for clinical hours.

In submitting this form, I certify that the above information is true to the best of my knowledge, that I have read the St. Mary's Conflict of Interest disclosure, and that I am in compliance with the policy. I am supplying this information for confidential review by the hospital and I do not authorize its’ release for any other use.

Student Signature: ______________________________________________________ Date: _____________________________
Title: Conflict of Interest Standard #: Org.HR.ERD.013 Manual: Employee Relations and Development

Department or Group Initiating: Human Resources Effective Date: 12/01/1998 Supersedes: Revised: 11/02
Reviewed: 11/98, 5/03, 04/06, imported on 02/13/08 Committee/Team Approval: N/A Date: 04/06 Approved by/Title/Dept.: Terry Weinburger VP Mission & Org Effectiveness Date: 04/01/2006

Review Frequency: every 3 years Attachments: References:

Purpose Statement: All activities conducted on behalf of St. Mary's are to be honest, fair, and in good faith. No position or assignment, or information gained from either, is to be used for personal gain or to advance personal interests

Scope: Entire Organization

Policy/Procedure:
1. Employees may not accept money, gifts, favors, or hospitality that could appear to influence their decisions or actions affecting St. Mary's business.
2. Employees must disclose health related business activities or arrangements, including the sale or purchase of property rights, which could be considered competitive with St. Mary's health related business activities or arrangements. Such activities may include professional management, educational, or therapeutic consulting services within St. Mary's service areas. This requirement is not intended to prevent employees from working in other healthcare facilities.
3. New employees are expected to complete a Conflict of Interest form as part of the post-offer/pre-hire process, so potential conflicts of interest can be identified and resolved.
4. Current employees are expected to complete a Conflict of Interest form at least annually.
5. Employees are expected to complete an updated Conflict of Interest form at such time as a business activity or arrangement occurs which may present a potential conflict of interest.
6. Controls to manage significant conflicts will be established and monitored as appropriate.
   a. The responsible department Director is expected to review Conflict of Interest forms and route all to Human Resources.
   b. The Director of Human Resources collects, summarizes and submits to the Vice President of Human Resources any reported potential Conflicts of Interest.
   c. The Vice President of Human Resources, in conjunction with Organizational Responsibility Officer, reviews, investigates as appropriate, summarizes findings, and submits to the Chief Executive Officer.

The Conflict of Interest Form may be located and printed from the Intranet (blue “e”) under the department page for “Human Resources”