<u>What's a Management Plan?</u>

What's a management plan? Actions, limits, timelines and anything else done to reduce or get rid of the impact of a conflict. These are put in the conflict of interest declaration.

Helpful hint: RISe can be cumbersome to work in so use email to discuss the details needed in the declaration. When you have agreed the details by email, then the details can be added to the declaration.

Some examples of actions, limits, timelines:
Telling people – for example, does the faculty member explain both roles they have – professor and consultant, say – when they write an article for the local newspaper.
Getting consent from those affected.
"Blind" decision making. For example, remove the person with the conflict from the hiring committee or blind mark all work or testing done.
Recuse oneself when needed.
Set guidelines - for example, how much work time each week is allowed for advisory committee work? Set timelines for review of the conflict and its impact.

Who decides the management plan? Ideally, the management plan should be discussed and agreed by you and the faculty member whose declaration you are reviewing. And as the reviewer, you have the final say.

Who enters the management plan in the declaration? Right now, only the faculty member can enter anything in their declaration. You can add information in the comment box only.

Who makes sure the management plan is being followed? Formally, it is your job, as the reviewer, to follow-up and make sure the management plan is being followed. And go ahead and build any follow-up into the conflict of interest declaration and make it the faculty member's job to follow-up with you.

Helpful hint: The Stanford University website suggests you ask yourself "how would this look on the 6:00 news?" (They call this the 'smell test.') If the conflict made the news, what would you want to be able to say has already been done? (That's a management plan, by the way.)

<u>For Help:</u>
With Conflict of Interest or Conflict of Commitment questions, please contact Christine Hjorleifson, Conflict of Interest Administrator at 604-822-8623 or christine.hjorleifson@ubc.ca

While working in RISe, contact risesupport@ors.ubc.ca or 604-878-7473 and press 0.

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