

AMERICAN ACADEMY OF DENTAL SLEEP MEDICINE CONFLICT OF INTEREST POLICY

This policy applies to all AADSM volunteers, including but not limited to board, committee and task force members, with the exception of those serving on Consensus Conference and Guideline task forces. There is a separate policy for those task forces.

Policy:

Volunteers must disclose all relationships that may be actual or perceived conflicts of interest and should be physically absent from all deliberations and votes on issues affected by a conflict of interest. It is important to remember that the issues affected by conflicts of interest are not limited solely to the particular commercial entity, but also expand to competitive commercial entities as well as issues that could directly impact the commercial entity.

For example, if a member of the Education Committee has a conflict of interest with a company that makes compliance chips, the committee member should refrain not only from reviewing a lecture that discusses that particular compliance chip, but also from reviewing lectures that discuss other compliance chips. That same Education Committee member would also want to refrain from a discussion as to whether the AADSM should host a webinar reviewing the benefits of compliance chips.

Additionally, given their expertise and leadership in the field, board members are often invited to speak for commercial entities. To ensure that presentations are not misused by commercial entities for purposes beyond education and to protect the AADSM, board members should only accept an invitation if the commercial entity signs the attached AADSM Speaker Policy.

Rationale:

Volunteers provide direction for the AADSM and do so in a fiduciary capacity that requires loyalty to the AADSM. Actual or perceived conflicts of interest exist when an individual, their spouse or their children have a relationship, financial or otherwise, that has the potential to influence a volunteer's judgment with respect to the AADSM. However, in most instances, conflicts of interest apply to single issues and can be resolved by refraining from deliberations and actions pertaining to the issues affected by the conflict of interest.

Volunteers have an obligation to disclose any personal, professional or business interests that may pose a conflict of interest and should err on the side of disclosure if in doubt as to whether it is required under this policy. Conflicts of interest are not limited to financial gain. Unpaid appointments to boards of directors or advisory boards for commercial entities or professional organizations may also result in conflicts of interest of a non-financial nature. Thus, they must also be disclosed.

Procedure:

Each volunteer shall complete, sign and date the attached disclosure form on an annual basis. Volunteers always remain under a continuing obligation to report conflicts as they arise, including those that were not reported on the disclosure forms or any updates, but which later become relevant to any issues which may be deliberated during a meeting. COI disclosures will be included with meeting agendas. However, volunteers are responsible for refraining from deliberations and actions on issues affected by their conflicts of interest.

Disclosure forms are kept on file at the AADSM national office. As a general matter, individual conflict of interest disclosure forms will not be made available to AADSM members or to others. However, disclosure forms may be shared and/or information regarding the existence of individuals' interests or relationships may be disseminated where circumstances require further disclosure of an actual or perceived conflict of interest (e.g., at a meeting, at an educational session, in a footnote to an article in an AADSM publication).

The Board of Directors may take any action it deems necessary against any person who fails to disclose a conflict of interest under this Policy, including but not limited to removal from the position.