

## **Minutes**

Conflict of Interest Subcommittee of the  
Medical Education and Research Committee (MERC)  
August 14, 2007 at 11:00am – Room 4250 HSLC

Members Present: Bill Busse, Maureen Durkin, Susan Goelzer, Steve Harsy, Kathy Irwin (phone), Rick Moss, Greg Nycz (phone)

Members Absent: Molly Carnes, Doug Mormann

Staff: Tracy Cabot, Cathy Frey, Tonya Mathison, Eileen Smith

Busse called the meeting to order at 11:05pm

### **1. Discuss development of a Conflict of Interest policy for the Medical Education and Research Committee**

Bill Busse reported that MERC convened the Conflict of Interest Subcommittee to draft a policy establishing a process for defining, identifying, and managing conflicts of interest on the MERC. Dick Reynolds recommended that MERC develop and adopt such a policy after conducting a program audit of the Wisconsin Partnership Program (WPP).

The Subcommittee reviewed and discussed MERC's charge to the Subcommittee, Reynolds' WPP Review Report, and several sample policies, including the Oversight and Advisory Committee (OAC) policy, the Code of Ethics of the WIYN Consortium, Inc. and the UW System Unclassified Staff Code of Ethics. The Subcommittee recommended the following:

- Define financial interest, personal (family) relationship, and professional relationship, including direct reporting relationships.
- MERC members must identify conflicts at the beginning of their respective terms, annually, and on a case-by-case basis. Members are responsible for full disclosure at all times.
- MERC members are not eligible to apply for MERC funding during their respective terms.
- MERC members who disclose a conflict are allowed to participate during general discussion, but cannot vote. Those with a personal (family) relationship to an applicant will be excluded from general discussion and cannot vote.
- Consider incorporating the Outside Activities Reports filed with the University into the policy.
- MERC's Chair should indicate those members with conflicts during relevant discussion.
- Consider using OAC's policy as a template.

Eileen Smith will draft a policy for review by Kathy Irwin for discussion at the next meeting.

Busse adjourned the meeting at 12:10pm.

Recorder, Tonya Paulson