



Disclosure of Proprietary Interest Policy

PURPOSE

To ensure that individuals involved in delivering training disclose any proprietary interest as well as the source of any compensation related to the presentation.

ROLES AND RESPONSIBILITIES

When planning training, all trainers will complete a Training Plan where any proprietary interest will be disclosed and expanded upon. The Program Manager will review the Training Plan and discuss this policy in relation to any proprietary interests.

Prior to the start of any training, the instructor will disclose to participants any proprietary interest in the products, instruments, devices, services or materials discussed. In addition, the instructor will also indicate any source of compensation related to the presentation.

Disclosure of proprietary interest shall be the responsibility of the trainer and not the responsibility of the Coalition.

The Coalition will review this policy with training staff and a signed copy will be placed in the employee's personnel file.

Documentation of efforts will be maintained within the Coalition's administrative offices.

Approved by the Board of Directors: January 23, 2014