

KSA Guideline Development Project: Conflict-of-Interest Management Policy

Policy from [Saudi Arabian Handbook for Healthcare Guideline Development](#) (page 21).

- Panel members nominated by the National Guideline Centre (NGC) (i.e. the Saudi Centre for EBHC) will declare their conflicts of interest, for example according to the declaration used by the World Health Organization.
- The methodological support team will collect declarations of interest from panel members at the beginning of the guideline development project; done electronically using an online form according to the instructions provided about potential conflicts to declare.
- The NGC oversight committee will decide whether any declared interests are such that a proposed panel member should not be included owing to major conflicts, for example due to significant financial or personal ties with a company that has an interest in a product that is the subject of the guideline, or to prevent there being too many participants with potential conflicts of interest. The NGC advisory board will resolve conflicts.
- At each panel meeting the panel Chair (e.g. the McMaster guideline leader) will prompt all participants to report verbally potential conflicts of interest. Any changes to a panel member's initial declaration of interests will be recorded in the minutes of the panel meeting.
- Recusal or excusal from certain decisions or recommendations is appropriate. If guideline panels involve members with (limited) conflict of interest, the panel Chair and group members on the panel should ensure that the panel is reminded of the specific COI before discussion of individual conclusions or recommendations on which those COI bear.
- Group Chairs will play an active role and excuse panel members with conflict of interest from discussions or decision-making on particular recommendations. Panel members with a conflict related to a specific recommendation will remain in the meeting room during deliberation, but will be asked to refrain from participating in the discussion until the panel comes to a conclusion, at which point the panel member may offer their input.
- Declarations of interests will be published in the final full guideline. See examples in [2013-2014 Clinical Practice Guidelines](#) (page ii in each report).