



Guidelines for the performance of evaluators and conflicts of interest

For the drafting of this text, the document "Policies and procedures for recognition of accrediting medical schools", of the World Federation of Medical Education (October 2013), the document "Partnership agreement between CCHSA and surveyors", of the Canadian Council on Health Services Accreditation (June 2005) and the presentation "Ethical Principles and Guidelines for the Conduct of the Evaluator" of the Sistema Nacional de Avaliação do Ensino Superior - Sinaes (National System for the Evaluation of Higher Education) were studied.

Any person must be in accordance with these principles to participate in the body of Sistema de Acreditação de Escolas Médicas - Saeme (Accreditation System of Medical Schools), including evaluation, discussion of reports or the decision on accreditation of a Medical school.

In order to avoid conflicts of interest, the member of the survey team must follow these guidelines and sign a document stating that he or she agrees with them. Any doubts or conflict of interest situation must be communicated to the Accreditation Committee of Saeme.

When a particular or general situation is not clearly defined in these guidelines, the definition of the possibility of generating a conflict of interest will be the responsibility of the Executive Committee of Saeme.

The member of the survey team or a member of his or her family (spouse, partner, son, daughter, sibling or parent) cannot:

- Have been an administrative or technical staff, faculty or other employee of the institution evaluated in the last two years.

- Have applied for a job in the institution evaluated in the last two years.



- Have been a consultant of the institution evaluated in matters such as evaluation, structure or organizational planning, management or finances, paid or not, in the last two years. Provision of short-term services (such as being a guest in conferences) is not considered a consulting activity that characterizes a conflict of interest.

The member of the survey team cannot:

- Be part of an institution geographically close to the institution evaluated, where there is a possibility of competition or cooperation between the two institutions for financial or other benefits (e.g. agreements with hospitals, city halls or practice scenarios).

- Evaluate an institution that is part of an organization of which the evaluator is a member.

- Evaluate an institution if he or she considers that there is a conflict of interest due to other circumstances, such as participation in evaluations for other organizations.

- Participate in the evaluation of an institution when there is evidence that the participation of this evaluator will be harmful to the institution.

- Acting as a paid or unpaid consultant in matters of accreditation by Saeme during his or her participation in Saeme, and for a period of two years after this participation, unless this consultancy is approved by the boards of the Federal Council of Medicine and the Brazilian Association of Medical Education.

The institution evaluated may not be involved in a substantial collaboration or contract with the member of the survey team's employer or any member of his or her family.

People who act as members of the survey team of the medical schools play a fundamental role in the Saeme process. By agreeing to participate in Saeme, he or she assumes the responsibility of always representing Saeme in a professional manner. Among their responsibilities are:

- Participate in the training and continuing education processes promoted by Saeme.



- Respect the rights and dignity of all persons with whom they have contact;
- Act with discretion, cordiality and common sense;
- Ensure the confidentiality of all information obtained during the visit and the entire accreditation process;
- Identify and communicate all areas of potential conflict of interest;
- Participate in all elements of the accreditation process, including preparing the visit and writing the visit report within the established deadlines;
- Perform the evaluation according to the standards, protocols and processes defined by Saeme;
- Strictly comply with the on-site visiting schedule, without reduction of scheduled days;
- Scale the duration of the activities, to assure the overall progress of the work, without underestimating any of the planned stages;
- Avoid emphasis on some aspect of specific interest or of his/her specialty;
- Accept being assessed and receive feedback for his or her work for Saeme;

The member of the survey team, during the evaluation visits, should not:

- Make unnecessary demands and complaints that are not in line with a professional attitude.
- Use his or her position as evaluator for personal or financial gains;
- Give or accept gifts that may be considered to influence Saeme's decisions;
- Schedule participation in the institution such as lectures, courses, book promotions, etc., until the publication of the final accreditation report;



- Perform or suggest advisory or consulting services for the evaluated institution;
- Accept payment of transport, lodging and daily expenses by the evaluated institution.

The member of the survey team should avoid:

- Interviews or media exposure;
- Issue opinions and guidelines on the activities carried out or about the medical school or the higher education institution as a whole;
- Engage in discussions that could compromise the credibility of the evaluation;
- Issuing opinions on other medical schools;
- Participate in receptions, parties or sightseeing activities that may compromise the image of the evaluation;
- Request services from the medical school staff for any work of a personal nature.