

PERSONNEL 3.0

Conflict of Interest -- 3.11

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:



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POLICY

Any employee of the Bureau of Health Services in violation of the Department of Health's policy on conflict of interest is subject to disciplinary action in accordance with the Department of Human Resource's rules and regulations.

APPLICABILITY

This policy applies to all employees of the Bureau of Health Services.

PURPOSE

To ensure that an employee's activities do not conflict or have the appearance of conflicting with the provision of full unbiased service to the public.

PROCEDURE

An employee who has a conflict of interest must immediately eliminate such conflict. If an employee's activities give the appearance of a conflict of interest, such activities must be eliminated. If there is uncertainty whether a current or proposed activity is a conflict of interest, the employee should notify the Director of the Bureau of Health Services in writing of the activity. Final approval must be received from the Commissioner of Health to begin or continue the specific activity.

All employees are to read the Department of Health's **Conflict of Interest Policy Acknowledgement, PH-3131**, signifying that the employee has read the current Department policy. This signed form is to be sent to the Division of Human Resources of the Department of Health, Nashville, Tennessee and will become a part of the employee's official personnel file.

NECESSARY FORM

Conflict of Interest Policy Acknowledgement, PH-3131

REFERENCE DOCUMENT

Tennessee Department of Health Conflict of Interest Policy, June 2, 1993

OFFICE OF PRIMARY RESPONSIBILITY

Office of Human Resources, Department of Health, (615)741-7305