



Supplement F: Contractors

Please be advised that this supplement has not been developed as a standalone document and is a subsection of the [CADTH Supplemental Conflict of Interest Guidance Document](#).

A contractor is defined as any person that has entered into contract for services to assist in CADTH activities, including consultants and temporary agency personnel.

General

1. A conflict of interest declaration does not necessarily either imply a bias or disqualify the contractor's involvement in a respective project; however, at CADTH's discretion, the contractor may be assigned to other work.
2. CADTH considers it to be a conflict of interest for a contractor who has participated in developing a Scientific Advice report for a given drug to later participate in a review for the same drug when it is submitted to CADTH through the Reimbursement Review program. This includes attendance at a Scientific Advice meeting, and viewing the written Scientific Advice report produced for a drug.

Disclosure

3. Before a contractor undertakes any project on behalf of CADTH, the contractor must disclose all relevant conflicts of interest by completing and submitting a declaration form, as directed by CADTH.
4. The contractor must advise CADTH immediately if a conflict of interest situation arises during the term of the contract or project, and update their declaration.
5. Declarations will be confidential to the following CADTH designates (unless otherwise determined by CADTH):
 - a) contracts or project management team
 - b) responsible CADTH director or executive member
 - c) next-level CADTH executive member or president and CEO, if required
 - d) chair of the board of directors, if required
 - e) chair of CADTH committee or panel, if required.
6. Declaration forms, management plans, and any other related documents will be retained by CADTH.

Assessment of Disclosures

7. All declarations are reviewed by the contracts or project management team.
8. The responsible CADTH director or executive member has the authority to determine if the circumstances or interests of a contractor amount to a conflict of interest with respect to work being undertaken by CADTH.

Management of Disclosures

9. The CADTH director or executive member has the authority to remove a contractor from the project when it is deemed that the conflict(s) of interest may impede the contractor's objectivity (real or perceived) on the project.



Publication

10. Summary information about the conflicts of interest of contractors may be made publicly available, as identified in sections 19 and 20 of CADTH's Conflict of Interest Policy.