

## Guidelines for NACNS Members Who Consider Serving as Consultants

### **Purpose**

NACNS is providing guidelines and recommendations to assist CNSs to avoid potential negative consequences associated with consulting activities.

### **Activity Categories**

- Short-term consulting (less than 6 days in a six month period or employing organization's allowable time limit)<sup>1</sup>
- Speaking/Writing Honoraria<sup>1</sup>
- Long-Term Paid Consulting (6 days or more per 6 months, or an ongoing relationship)<sup>1</sup>
- Consulting for equity/ownership stake (stocks, stock options, etc) in a company (>0.1% share of company or >10% of the CNS's net worth)<sup>2</sup>
- Assuming decision-making role in a company (Becoming a Director or Trustee)<sup>2</sup>
- Membership in public advisory body that any decisions made could be perceived to be linking to CNSs employing organization<sup>2</sup>
- Consulting related to actual or potential patient or organizational litigation, including serving as an expert witness in litigation, regardless of the amount of time involved.<sup>2</sup>

1- Usually do not require any approval of an employing organization. However, CNS should obtain verification from employer.

2- May create a conflict of interest or raise concerns of employing organization. When a CNS engages in one of these activities, he or she should take the steps to provide adequate disclosure of the activity and seek approval in advance where required (according to employing organization).

Note: Any of the above activities may also need to be disclosed when CNSs present at conferences, publish, or apply for employment throughout the CNS's career. Public statements, endorsements or product-related commentary may need to be approved by employer. Assessing possible conflicts of interest should be guided by employing organization policies.

When disclosing activities to employing organizations and others, CNSs should be prepared to disclose the following information:

- Outside organization name
- Nature of Relationship
- Duration of Relationship (start and end dates)
- Scope of Work

### **Consulting Agreements**

CNSs may want to include the following terms in consulting agreements:

- <Hiring party> agrees not to use your name in any material without your prior written (or email) consent. Consent should be obtained by emailing you and copying your organization (if applicable).
- <Hiring party> agrees to respect your position as working for your organization, and not to put you in any position that would jeopardize your position;
- <Hiring party> agrees that <your name> may terminate this agreement immediately should the turn of events make continuing <the activity> difficult.
- This agreement is binding on <your name> only and in no way creates any additional obligations.

### ***References***

North Dakota State University. Conflict of interest and consulting policy guidelines.  
<http://www.ag.ndsu.nodak.edu/policy/conflict.htm>

Sands, H. (2008). UAB (University of Alabama at Birmingham) Consulting/Conflict of Interest (COI) Policies and Procedures. main.uab.edu/Sites/provost/docs/37382.ppt

University of Kansas. Commitment of Time, Conflict of Interest, Consulting, and Other Employment.  
<https://documents.ku.edu/policies/provost/CommitmentofTimeConflictofInterest.htm>

Weitzner, D. (2003). Conflict of Interest Policy for W3C Team Members Engaged in Outside Professional Activities. <http://www.w3.org/2000/09/06-conflictpolicy.html>