



Stony Brook Medicine Administrative Policy and Procedures

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Scope: SBM Southampton Campus	Original Creation Date: 03/01/1991

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Responsible Department/Division/Committee:

Office of Compliance and Audit Services

Policy:

Stony Brook University Hospital and its campuses (collectively, SBUH) are committed to conducting business in a responsible and ethical manner, independent of personal interests and/or potential or actual conflicts of interest. Potential or actual conflicts which appear to be illegal or improper are detrimental to SBUH and its reputation and must be avoided.

Definitions:

Conflict of Interest – any interest, financial or otherwise, direct or indirect; or participation in any business, transaction or professional activity; or incurring of any obligation of any nature, which appears to influence judgment, jeopardize the interest of SBUH, or is or may appear to be in conflict with the carrying out of ones duties.

Family Member – any person living in the same household as the individual and any person who is a direct descendant of that individual's grandparents or the spouse of such descendant.

Gifts – includes, but is not limited to, money, services, loans, travel, lodging, meals, refreshments, entertainment, discounts, or a forbearance of an obligation or a promise that has a monetary value.

Nominal Value – is considered such a small amount that acceptance could not reasonably be interpreted or construed as intending to influence a state employee or public official. Items of insignificant value, such as food or beverages less than fifteen dollars, are considered nominal. Alcoholic beverages, cash, and cash equivalents (e.g. gift cards) regardless of value are not allowed.

Procedures:

- A. A state employee may not receive compensation from outside sources in return for services rendered by him/her in relation to matters before a state agency where such compensation is contingent upon the action taken by the state agency.
- B. A state employee may not receive compensation in any form for appearance or rendition of services by him/herself or another against the interest of the state in relation to any matters or transaction of business by him/herself or for another before the Court of Claims.
- C. Competitive bidding is required where goods or services in excess of twenty-five dollars are sold to state agencies by firms or associations in which the state employee has ownership interest of ten percent or more.
- D. A state employee may not accept gifts, whether in the form of money, services, loan, travel, entertainment, hospitality or in any other form or promise, valued at any amount greater than nominal value per gift.
- E. Generally, no former state employee may, within two years after termination of his employment with the state, appear before any state agency or render services to any person or firm relating to any cause, preceding or application or other matter before such state agency. No person who has served as a state employee may, after termination of such state service, appear, practice, communicate or otherwise render services rendered by such former employee in relation to any matter which such person was directly concerned or which he participated during his period of employment. These prohibitions may be waived under special circumstances set forth in the Public Officers Law either by the New York State Ethics Commission, or under special circumstances, when the work requested to be performed is at the request of the Attorney General or his designee.
- F. Firms or associations of which the state officer or employee is a member may render certain services to state agencies, provided the profits resulting there from are not shared by the state employee.
- G. A state employee may not have direct or indirect interest, financial or otherwise, in any transaction or activity which conflicts with the proper discharge of his/her duties in the public interest.

- H. A state employee should not accept other employment or engage in any business or professional activity which impairs his/her independence or judgment in the exercise of his/her official duties, poses a conflict in time or interest with his/her state employment, or requires him/her to disclose confidential information which he/she has gained by reason of his/her state employment.
- I. A state employee should not disclose confidential information acquired in the course of official duties, nor is such information used to further the state employee's personal interests.
- J. A state employee should not use his/her official position to secure unwarranted privileges or exemptions for him/herself or others.
- K. A state employee should not engage in any transaction as an agent of the state with any firm in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his/her official duties.
- L. A state employee should not by his/her conduct give a reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties, or that he/she is affected by the kinship, rank, position, or influence of any party or person.
- M. A state employee should not make personal investments in enterprises as per statutes/regulations which he/she has reason to believe may directly involve decisions by him/her or which would otherwise create a substantial conflict between his/her duty in the public interest and his/her private interest. The Chief Compliance Officer and/or the Office of University Counsel must review any ownership interest in a competitor, supplier or entity which refers patients to SBUH.
- N. A state employee must conduct him/herself in a manner that inspires confidence and trust among the public. Therefore, a state employee should not endeavor to pursue a course of conduct which raises suspicion among the public that he/she is likely engaged in acts that are a violation of trust.
- O. A state employee, or firm or association of which he/she is a member, or a corporation, in which the state employee directly or indirectly owns or

controls a substantial portion of the stock, must not sell goods or services to any person, firm, association or corporation which is licensed or whose rates are fixed by the state agency in which he/she is employed.

- P. A state employee should not supervise an immediate family member.
- Q. A state employee must not use SBUH owned equipment, materials or proprietary information for any outside employment interest.
- R. A state employee having a direct or indirect financial interest valued at ten thousand dollars or more in any activity under the jurisdiction of a state regulatory agency must file with the Secretary of State a written statement of such interest.
- S. A state employee who has a direct or indirect financial interest in an entity that does business with SBUH may not in any way decide whether SBUH engages with the entity or how much SBUH pays the entity, and must report this relationship in writing to his/her supervisor, department head or deputy director and the Chief Compliance Officer.
- T. A state employee who has a financial interest of more than ten thousand dollars in an entity that does business with SBUH must, in addition to notifying his supervisor and the Chief Compliance Officer in writing, file the necessary documents with the Secretary of State.
- U. State employees who maintain private practices must notify their supervisors in writing and may not solicit SBUH patients directly for their private practices. State employees must report any evidence of the preceding situations to the Chief Compliance Officer. State employees may not make referrals to private practices maintained by SBUH employees if the state employee has a financial interest in that practice.
- V. State employees who work for entities which do business with SBUH must notify their supervisor and may not receive any "case finding" fees, and their compensation may not be based on any decision by SBUH to do business with the entity. State employees should report any evidence of the preceding situations to the Chief Compliance Officer.
- W. State employees must refer any situation involving a potential conflict of interest which requires investigation or clarification to the Chief Compliance Officer or to the General Counsel's Office for review.

Forms: (Ctrl-Click form name to view)

None

Policy Cross Reference: (Ctrl-Click policy name to view)

[Investigator Disclosure Policy \(Investigator Conflict of Interest policy, p209\)
HMM0019 Pharmaceutical Representatives](#)

Relevant Standards/Codes/Rules/Regulations/Statutes:

- Public Officer's Law, Section 73 and 74
- 19 NYCRR Part 930, 933, 934
- Public Health Law, Section 238-a
- Standards for Commercial Support of Continuing Medical Education

These cross-references supersede this policy in the event of a conflict between them.

References and Resources:

New York State Ethics Commission Advisory Opinion No. 94-16