



Conflict of Interest Form

Here is the process for board members to submit conflict of interest forms.

Submit conflict of interest form annually

Please complete the conflict of interest form once a year or when a real or perceived conflict of interest arises and submit to staff by email. The form is located online <https://dfr.oregon.gov/pdab/Documents/COI-Form.pdf>. Fill out the PDF form, sign electronically, and send by email to pdab@dcbs.oregon.gov.

If board members have no conflict of interest

There will be no further action. Every January, board members will submit a new form.

If board members declare a conflict of interest

Board members recuse themselves from decisions relating to a prescription drug if the member or their immediate family has received a financial benefit deriving from the result or finding of a study, review or determination by or for the board. Board members declare any real or perceived conflicts of interest at the beginning of each board meeting. If board members recuse themselves from voting, the conflict of interest declaration does not need to be posted to the PDAB website. Recused conflict of interest declarations will be documented in the board meeting minutes, which are posted on the board calendar and materials web page.

If a conflict of interest arises during the board calendar year

In addition to the annual form, when a board member determines they have a conflict of interest during the year, they must inform staff, the board chair and vice-chair, recuse themselves, and submit another conflict of interest form.

If board members have questions about real or perceived conflicts

Board members who have questions about a potential or actual conflict of interest are encouraged to call or email the Oregon State Ethics Commission, 503-378-5105, mail@ogec.oregon.gov or visit the website: <https://www.oregon.gov/ogec/pages/default.aspx>