

SAMPLE

[name or name of practice]
[address]
[city, province, postal code]
[tel. #]
[date]

Jennifer Adams,
Director Of Education
OCDSB
133 Greenbank Road
Ottawa, Ontario
K2H 6L3

Dear Ms: Adams:

Re: Conflict of Interest Policy P.024.HR

Under OCDSB Policy P.024.HR, staff members must identify if there is a potential conflict of interest and inform the Director of Education that the clients have been informed and that a waiver has been signed. The waiver acknowledges that the provider of private services:

- (a) is an employee of the Board;
- (b) where applicable, has advised that, subject to eligibility criteria, alternative services within the Board may be available and that these services are provided free of charge;
- (c) where applicable, has offered to facilitate the appropriate referral process for services within the Board;
- (d) remains the provider of choice.

This is to inform you that I am in compliance with the Board policy. Clients are informed of this policy and have signed waivers confirming their choice. These signed waivers are kept in the client's confidential file as per the regulations governing clinical documents. I acknowledge that under Section 4.12, failure to comply with this policy could result in disciplinary penalties.

Yours,

[J. Q. Professional]

c.c. (Supervisor of discipline)

ACKNOWLEDGMENT AND WAIVER OF POTENTIAL CONFLICT OF INTEREST

I, *[name of parent]*, on my behalf and on behalf of my child *[name of student]*, confirm that I have retained, on a fee for service basis, *[name of board employee]*.

I further confirm that I am aware *[name of board employee]* is employed by the Ottawa-Carleton District School Board (OCDSB) as a *[position (e.g. Psychologist/SLP)]* and that:

he/she works with my child at school as part of his/her regular duties.

or

he/she works elsewhere in the OCDSB and may at some time in the future work directly with my child.

I acknowledge my understanding that the hiring of an Ottawa-Carleton District School Board employee to work with my child creates a potential conflict of interest for the employee within the meaning of OCDSB Policy P.024HR (Employee Conflict of Interest).

I hereby accept that a conflict of interest may arise as a result of my decision to hire *[name of Board employee]* and that I am prepared to proceed with the arrangement with full knowledge of this potential for a conflict of interest.

As a result of the disclosure contained in this document, I agree that I will make no claim against the Ottawa-Carleton District School Board or *[name of Board employee]* in which I allege any undisclosed conflict of interest or contravention of OCDSB Policy P.024HR

Date: _____ Parent(s)/Guardian(s): _____

Instructions: Staff member, please explain the need for this form to be completed. The parents/client should receive a copy and a copy retained in your confidential files.

Note: The names of the client are not to be reported to the OCDSB.

OCDSB POLICY P.024.HR (specific part for PSSP)

- 4.7 Employees, including but not limited to teachers and student services personnel, may only provide private services (e.g. tutorial, psychological, therapeutic, clerical, technical, financial, mechanical) to students or other employees who are not in the schools or areas in which the employees provide the same services in the course of their employment duties with the Board, and then only with the prior consent, in writing, of the Director of Education or designate.

Any such request must include a statement that the potential service recipient (or responsible adult) has signed a waiver (please see Attachment A, Page 1 and Page 2), which acknowledges that the provider of private services:

- (a) is an employee of the Board;
- (b) where applicable, has advised that, subject to eligibility criteria, alternative services within the Board may be available and that these services are provided free of charge;
- (c) where applicable, has offered to facilitate the appropriate referral process for services within the Board;
- (d) remains the provider of choice.

In making such a request to provide private services, the employee shall not be required to disclose the identity of the service recipient.