

NORTH AMERICAN SOCIETY FOR PEDIATRIC & ADOLESCENT GYNECOLOGY
POLICY FOR ETHICS RELATED COMPLAINTS/VIOLATIONS

The North American Society for Pediatric & Adolescent Gynecology (NASPAG) ethics policy is to investigate complaints of misconduct or ethical transgression that pertain to NASPAG members.

A formal process, coordinated by the President and Executive Director, with Board member participation, is to assess and investigate such complaints and attempt a just and timely resolution in a manner most effectively serving the interests of the Society, its members and uphold the highest ethical principles. If a NASPAG member believes that another current NASPAG member's conduct warrants investigation, or if the member has a complaint involving a NASPAG activity, the process requires that the member submit this form to the President and/or Executive Director in writing within one year of the alleged transgression.

An ad hoc subcommittee appointed by the President then reviews the materials submitted in the complaint and determines whether the nature of the alleged activity is sufficient to open an investigation. If this initial review determines that an investigation is appropriate, the subcommittee will send their recommendations to the board and a formal investigation will be started, once approved by the board. The complainant will be notified of the decision. The accused party under investigation shall have the right to know the source and content of this complaint in order to permit an equitable defense.

This formalized process has been developed to most effectively serve all parties involved in the investigation, and to assist in a just resolution. This is the *mandatory* first step in any ethical conduct review.

You may submit the form by mail or fax to:

North American Society for Pediatric & Adolescent Gynecology

19 Mantua Road
Mt. Royal, NJ 08061
856.423.7222

Part 1. Information about you, the person filing the complaint:

Name

Address

Day phone

Evening phone

Fax number

E-mail address

Preferred method for contacting you

Part 2. Information about the NASPAG member involved in your complaint or a NASPAG activity:

Name

Address

Day phone

Evening phone (if known)

What, if any, is your professional, or personal, relationship with this individual?

Or, if any NASPAG activity, please specify

Part 3. Nature of your complaint. Please describe with as much detail as possible, what event(s), circumstances or concerns led to this filing. A separate attachment for a lengthy description is acceptable.

Part 4. Identify any other NASPAG member(s) or other sources who may have an additional perspective or relevant information regarding this complaint.

Part 5. Attach any supporting documents that may substantiate your complaint.

Part 6. Are you in any conflict of interest with respect to the complaint? If yes, please explain in detail. The existence of such conflict of interest would not disqualify or necessarily undermine the importance of your complaint, but would be taken into account in the determination process.

Part 7. Complaints to Others Persons or Entities. Have you filed a substantially similar complaint to any other person or entity? If so, attach a copy of that complaint and any response you have received.

Part 8. Known Responses or Defenses of the Accused. Are you aware of any responses or defenses that the accused individual(s) has made to the allegation contained herein? If so, attach any written response/defenses and summarize any oral responses/defenses.

Part 9. Authorization to Investigate:

I hereby attest that the foregoing information is true, to the best of my knowledge and belief, and that I am competent to make these statements. I attest that this charge is made in good faith and without malice toward the individual or parties accused and also attest that I have fully and truthfully identified any and all existing conflict(s) of interest of my own that bear a relationship to this complaint. I understand that an ethical complaint filed by me maliciously and without any good faith factual basis may itself be grounds for disciplinary action against me.

I recognize that this process is a peer review process. By my signature to this I understand that my name will be used when notifying the NASPAG member of my complaint and that I will not be provided with the member's response to the committee's charges.

I hereby authorize the NASPAG subcommittee to review my request and communicate this information to all involved parties. I understand that I will be contacted by the chairperson of the subcommittee within a reasonable period after this completed form is received by NASPAG.

Signature

Print Name

Date
