

HRS OVERSIGHT PROCESS

June 2020

The Heart Rhythm Society is committed to transparency, accountability and to pursuing the highest standards of excellence in its activities. The [Code of Ethics and Professionalism](#) provides standards of ethical and professional conduct to HRS members and staff.

Disclosure Process

HRS requires all individuals engaged in HRS-related activities to disclose and manage personal, professional, financial, and nonfinancial relationships while engaged in Society's activities.¹ All relationships must be disclosed and updated at least annually. Additional updates may be required at the time of consideration for participation in an HRS related activity.

The types and description of relationships requiring disclosure are summarized in Table 1 of the [Code of Ethics and Professionalism](#). Individuals engaged in HRS-related activities must disclose all their financial relationships with any Cardiac Rhythm Management companies (CRM).²

Annual Disclosure Process

The following describes the process for oversight of the disclosures required for all individuals engaged in HRS-related activities.

1. Appointees will receive an annual request to update their disclosures online or upon appointment pending review by the Ethics Committee. Further guidance for participation in writing committees/groups is outlined in the Code of Ethics and Professionalism [Appendix C](#).
2. The disclosure information is collected and stored in a secure, uniform database and updated electronically as required. Disclosures are publicly available on the Society website.
3. The current disclosures of all participants will be distributed to the attendees in advance of each meeting. Participants will also be asked to update any new disclosures at the beginning of the meeting.
4. At each meeting, the Chair will read the Chair Statement reminding participants of the obligation to disclose relevant relationships and recuse themselves from voting on any issue with which they have a conflict of interest.

Complaint Process

Any member of the Society, including appointees, session participants, faculty and staff, may [report](#) a potential violation of the Society's disclosure and conflict of interest policies to the Ethics Committee. However, in all allegations of bias, real or perceived, appointees are encouraged to first raise their concerns at the committee level.

¹ The term "appointee" refers to any individual who serves the Society, whether appointed or elected. This includes officers and board members, chairs and vice-chairs, committee members, task force members, writing group members, Editors-in-Chief, editors, editorial board members, invited speakers at official HRS scientific and educational meetings, and others in an invited role.

² A CRM is a company with at least a portion of its business in the heart rhythm-related field. This includes traditional CRM companies, such as pacemaker manufacturers, [or pharmaceutical companies](#) but also diversified companies that have, or are developing, a presence in the CRM field, such as software and computer companies.