You can either use this form as is or, if you want to record the actions in minutes you can remove final 2 columns.

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| **XXX Disclosure of Interests Register** | | | | |  |  |  |
| Interest | Name / Position | Disclosure Date | Entity of Interest | Nature of Disclosure of Interest | Management Strategies | Person Responsible for Action | Date of Action Completed |
| Physio orders wheelchairs from a company from which she has a close family relationship with | Physiotherapist | 1/12/2018 | Wheelchair Company AAA | Husband is director and 80% share holder of Company AAA | Disclosure to participants    Provide comparison quotes from other companies.  Physio to inform management when prescribing wheelchair to ensure transparency of interest to participant occurs and choice of wheelchair has not been restricted due to this interest. |  |  |
| Internal referral across services e.g. physiotherapist refers internally to Occupational Therapist | All Staff | 1/12/17 | The company | The Company gains financially when they cross refer internally | Disclosure to participants  Choice of external service providers offered to participants  Documentation of referral process and choice provided to participant. |  |  |
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