



Charles R. Drew University of Medicine and Science
"A Private University with a Public Mission"
College of Medicine - MD Program

EDUCATIONAL CONFLICT OF INTEREST POLICY
CDU Policy 311.2c
Issuing Officer: Dean of College of Medicine
Responsible Office: College of Medicine
Date Approved by the Faculty Executive Board: June 23, 2021
Date of Dean's Final Approval: June 24, 2021
Revised Date/Review Date (at least 3 years from Effective Date): To be reviewed June 23, 2023
Supersedes (if necessary): N/A

POLICY STATEMENT

Providers of health and psychiatric/psychological services to Charles R. Drew University of Medicine and Science (CDU) College of Medicine Medical Degree (COM MD) Program will not be involved in the academic assessment of or in decisions about the promotion of medical students. Neither faculty nor residents will be designated as supervisors/evaluators of medical students when there may be a conflict of interest.

PROCEDURES

Faculty and residents at CDU may encounter various types of conflicts of interest when teaching or assessing students or participating on committees involving decisions about medical students and medical student applicants. The following procedures outline the expectations of individuals encountering specific types of conflicts of interest, and how they are to avoid them.

Providers of Student Health Services

Health professionals at CDU who provide medical and/or psychological services to COM MD Program's medical students will not be involved in the academic assessment or promotion of the medical student to whom he or she assisted with or provided such services. Health professionals who also provide medical or psychological services to medical students should not teach a student in a situation in which there is an expectation of providing an assessment of the student. Individuals who are members of committees must recuse themselves when decisions are being made regarding the student for whom they have assisted with or directly provided healthcare services.

COM MD Program Committee on Medical Student Evaluation and Promotions (MSEP)

All members participating on the MSEP should recuse themselves from voting or decision making for any student when the member:

- 1) is an immediate family member (by blood or by marriage),
- 2) has a significant teaching, personal, or social relationship with the applicant or a member of the applicant's immediate family,
- 3) has served as a research mentor to the medical student,
- 4) has graded the student in a course which is the subject of a proposed adverse action or remediation plan,

- 5) has a business or workplace environment relationship with the applicant or a member of the applicant's immediate family,
- 6) has a political or financial connection with the student or a member of the student's immediate family,
- 7) has provided healthcare services to the applicant.

Admissions Committee Members and Interviewers

All persons participating in the COM MD Program admissions process including Admission Committee members and faculty, resident, staff, and student interviewers will report to the Admissions Committee and immediately recuse themselves from interviewing, discussing or voting on an applicant if there is a real/perceived conflict of interest concerning an applicant. Conflict of interest exists in instances where the committee member or interviewer:

- is an immediate family member (by blood or by marriage); or
- has a significant teaching, personal, or social relationship with the applicant or a member of the applicant's immediate family; or
- has a business or workplace environment relationship with the applicant or a member of the applicant's immediate family; or
- has a political or financial connection with the applicant or a member of the applicant's immediate family; or
- has an interest in the outcome other than the recruitment of the most qualified applicant; or
- has provided healthcare services to the applicant.

Providers of Confidential Advice within the Offices of Student Affairs or Student Services

Deans, faculty, and staff within the Office of Student Affairs and the Office of Student Services who provide students with confidential advice regarding students' personal matters, especially ones of a sensitive nature, should not grade students, or make decisions about the student's promotion, advancement and/or graduation. Deans, faculty, and staff within the Office of Student Affairs and the Office of Student Services may offer recommendations to students and to the MSEP to facilitate decision-making regarding leaves of absence and progressions. All efforts should be made to provide students with confidentiality within the Office of Student Affairs, so students do not perceive requests for assistance to that office as academically disadvantageous. To further alleviate this concern, an alternate medical student performance evaluation (MSPE) "Dean's Letter" writer is offered to students.

Family Members/Personal Relationships

Faculty at CDU who are family members of the student or have a personal relationship with the student or student's family may not be involved in the academic assessment or promotion of the medical student. Additionally, these faculty must recuse themselves from committee discussions where that specific student is presented. Faculty may not serve as a primary preceptor for that student in any graded course. Students at CDU who are family members of a faculty member or have a personal relationship with the faculty member may not be involved in the evaluation of the faculty member. Faculty and students are expected to disclose to the associate dean of student affairs any potential conflict of interest that may impact the teacher/learner paradigm. In the event of a conflict the associate dean of student affairs will work with the vice dean for education to determine the resolution.

RESPONSIBILITIES

- CDU faculty, residents, staff and students who are involved with the medical student admissions process are responsible for self-reporting any perceived conflict of interest.

- CDU faculty and staff who are involved with the promotion of medical students are responsible for self-reporting any perceived conflict of interest.
- Committee chairs are responsible for 1) ensuring their committee comply with this policy, 2) monitoring and documenting any perceived conflict of interest, and 3) immediately reporting any violation of this policy to the vice dean for education.
- Course and clerkship directors are responsible for 1) ensuring their course(s) comply with this policy, 2) monitoring and documenting any perceived conflict of interest, and 3) immediately reporting any violation of this policy to the vice dean for education.
- All course and clerkship directors will utilize feedback surveys for faculty and students in required clinical experiences. The survey will include a question asking if a conflict of interest exists. If so, course and clerkship director must have a mechanism for reassignment of the required clinical experience.
- The associate dean of admissions and student affairs is responsible for 1) ensuring the Office of Student Affairs and the Office of Student Services comply with this policy, 2) monitoring and documenting any perceived conflict of interest, and 3) immediately reporting any violation of this policy to the vice dean for education.
- The associate dean of admissions and student affairs will ensure this policy is distributed and reviewed with faculty, residents and students annually.

DEFINITIONS

There are no definitions associated with this policy.

RELATED INFORMATION

- Admissions Committee/Interviewer Conflict of Interest Policy
- Committee on Medical Student Evaluations & Promotions
- LCME Standards, Publications, & Notification Forms <https://lcme.org/publications/>

Review History:	Change Description:
5/3/2023	Updated with new university policy number and upcoming review date which is two years from approved date