

# Creighton University School of Medicine

## Medical Education Program Policies

POLICY: Non-Involvement of Faculty Possessing a Conflict of Interest in Student Assessment and Promotion

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 1/14/2020

LCME ACCREDITATION STANDARD REFERENCE: Element 9.9 Student Advancement and Appeal Process; 10.3 Policies Regarding Student Selection/Progress and Their Dissemination

### PURPOSE

This policy:

- a. defines conflict of interest in student assessment and promotion for faculty or non-faculty instructors. Non-faculty instructors include, but is not limited to, residents, graduate students, other health care professionals, etc.)
- b. provides the recusal steps required for instructors who have a conflict of interest with a student

Definition:

Instructor: Anyone involved in the assessment of medical students.

### POLICY

Instructors who possess a conflict of interest with a medical student must recuse him or herself from involvement in the academic assessment or promotion of the medical student with whom the conflict exists. A conflict of interest is defined as any situation in which the personal interests or experiences of the student or instructor might adversely affect the relationship of and decisions of one or both parties. In the medical school setting, examples of a conflict of interest include, but are not limited to, the following:

- Medical and/or psychiatric or psychological counseling – Instructor who provide health services, including psychiatric and psychological counseling, to a medical student
- Business or financial relationship – Instructor who have any type of business or financial relationship with a student that undermines the impartiality of either party
- Family member – Instructor and student are immediate relatives including being a child, parent, sibling, grandparent, or grandchild
- Other student interactions – Instructor who has any other interaction with a student that results in a conflict.
- Instructor who previously had taken an action (e.g., awarded a failing grade) that contributes to the adverse academic action being proposed against a student.

### PROCEDURE

- A. If a student is assigned to an educational environment where the supervising instructor has a conflict of interest (as defined above), the instructor must advise the course director of a need to re-assign the student to a different evaluating supervisor. It is the

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responsibility of the course director to make sure that instructors are aware of this policy.

- B. If a student is assigned to an educational environment where the supervising instructor does not immediately recall having treated the student and/or has not initiated the steps outlined in A. (above), the student should request and will be granted an alternative assignment. The student may go directly to the relevant curriculum coordinator or to the Office of Student Affairs or Medical Education to have the educational assignment changed.
- C. An instructor who is a member of the Advancement Committee or any other committee that evaluates students (voting or nonvoting) must recuse him or herself from deliberations and any voting related to a student that he or she has a conflict of interest.
- D. If a course director has a conflict of interest with a student in a course the appropriate Component Director will be responsible for all matters pertaining to assessment and promotion for the student.
- E. The policy on the Non-Involvement of Faculty Possessing a Conflict of Interest in Student Assessment and Promotion will be advertised in the following manner:
  - a. Instructors:
    - i. Annual communication at faculty meetings and via email
    - ii. All student performance evaluations will include a reference to the policy and a required attestation that states the instructor does not have a conflict of interest with the student being evaluated
  - b. Students:
    - i. The policy will be distributed with Ambulatory Clinic Assignments
    - ii. The policy will be distributed during the M3 Orientation
    - iii. Each class will receive an annual notification to review all policies within the MD Student Handbook

### SCOPE

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All instructors who provide instruction to students enrolled in the medical education program.

### **ADMINISTRATION AND INTERPRETATION**

The Office of Medical Education and the Office of Student Affairs are responsible for the administration and interpretation of this policy. Please forward questions to the Associate Dean for Medical Education or the Associate Dean for Student Affairs.

### **AMENDMENT**

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Program Committee.