

# Prevention of Conflicts in Assessment and Promotion

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## PREVENTION OF CONFLICTS IN ASSESSMENT & PROMOTION

Approved April 11, 2016

### Current Approval

K. Ranga Rama Krishnan, MB, ChB, Dean of Rush Medical College

### Past Approval

Approved March 23, 2014

Thomas Deutsch, MD, Dean of Rush Medical College

### Contact

Jamie Cvengros, PhD, Assistant Dean of Accreditation & Continuous Program Improvement

### Regulatory Elements

LCME Element 11.1, LCME Element 12.5

**Policy Statement:** Health professionals (including attending physicians, fellows, and residents) at Rush Medical College (RMC) also have faculty appointments. As such, RMC students may encounter RMC faculty when seeking health care services. To protect student confidentiality and prevent conflicts of interest, RMC requires that health professionals who have provided, or are providing, health care, including psychiatric/psychological services, to a medical student must have no involvement in the academic assessment of or in decisions about promotion (including graduation) of the medical student receiving those services.

In addition, RMC faculty who have any other conflict of interest in relation to a student, including but not limited to: a prior or current familial, personal or financial/business relationship; any relation between the faculty member and student by blood or marriage, domestic partnership and/or same household residence; a joint interest in a business venture between the faculty member and student or student's family member; and a close or long-standing personal relationship between the faculty member and student or student's family member should have no role in the academic assessment of or in decisions about promotion (including graduation) of the student.

**Procedure:** RMC faculty (including attending physicians, fellows, and residents) are required to monitor for and promptly report the existence of any conflicts of interest

related to assessment of and decisions about promotion (including graduation) to the appropriate personnel as described, but not limited to, the procedures below:

- Faculty are required to review and attest to knowledge of this policy annually.
- Faculty are required to report the existence of any conflicts of interest (including those not specifically outlined above) at the start of the course, clerkship, or other educational activity to the course, clerkship, educational activity director, or the Assistant Dean of the Accreditation in the Office of Integrated Medical Education (OIME) so that steps to mitigate the potential conflict (including, but not limited to, reassignment of the student to work with another faculty member) can be taken. A record of reported conflicts and steps to mitigate these conflicts shall be maintained by OIME.
- Faculty are required to attest that no conflicts of interest exist prior to completion of any student performance evaluation. A record of these attestations is maintained by OIME.
- Faculty and student members of the Committee on Student Evaluation and Promotion (COSEP) must report to the committee Chairperson the existence of any conflict of interest the committee member has in relation to a medical student and must recuse themselves from voting on promotion decisions regarding that student. A record of recusals shall be maintained by COSEP.
- Faculty and student members of the Committee on Admissions (COA) must report to the committee Chairperson the existence of any conflict of interest the committee member has in relation to a medical student and must recuse themselves from the admissions process regarding that student. A record of recusals shall be maintained by COA.
- Faculty advisors are not specifically prohibited from participation in assessment and/or decisions regarding promotion of students. However, faculty advisors are expected to exercise good judgment in identifying conflicts of interest and must report any conflict of interest in relation to assessment and/or decisions regarding promotion to the Associate Dean of Student Affairs and recuse themselves from assessment and decisions about promotions as appropriate. In addition, upon request, any student can obtain academic advising from an individual not involved in assessment or decisions regarding promotion about them.
- Students should also report the existence of any conflicts of interest at the start of the course, clerkship, or other educational activity to the course, clerkship, educational activity director or OIME so that steps to mitigate the potential conflict (including, but not limited to, reassignment of the student) can be taken. A record of reported conflicts and steps to mitigate these conflicts shall be maintained by OIME.

If circumstances change over the course of the academic year and a conflict of interest between a faculty member or medical student arises, the faculty member must promptly inform the appropriate party (e.g., course director, clerkship director, Committee chair) so that appropriate actions (as outlined above) are taken to mitigate the conflict. In the event that the student or faculty is not promptly reassigned after reporting the conflict, the student should immediately report the matter to OIME.

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