

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-419
ACADEMIC POLICY TITLE: COM - Conflicts of Interest - Admission	EFFECTIVE DATE: 11/01/2018 REVISED: 9/01/2020
RESPONSIBLE DEPARTMENT: Office of the Dean and Medical Education, College of Medicine	Approval Authority: Senior Associate Dean for Academic Affairs Responsible Office: Office of the Dean and Medical Education, College of Medicine

(A) PURPOSE

The purpose of this Policy is to establish guidelines and provide guidance regarding conflicts of interest for admission of applicants into the NEOMED College of Medicine (COM). This Policy is intended to remove, as much as possible, bias in making admission decisions in accordance with the Liaison Committee on Medical Education (LCME). The LCME requires that “the health professionals who provide health services, including psychiatric/psychological counseling, to a medical student have no involvement in the academic assessment or promotion of the medical student receiving those services excluding exceptional circumstances. A medical school ensures that medical student health records are maintained in accordance with legal requirements for security, privacy, confidentiality, and accessibility.” (*LCME Functions and Structure of a Medical School*, effective July 1, 2020, Standard 12, Element 12.5)

(B) SCOPE

This Policy applies to all applicants and individuals who are involved in and contributing to a decision regarding admission of an applicant into the COM, regardless of the pathway of admission.

(C) DEFINITIONS

- (1) **Admissions Decision:** An Admissions Decision is the involvement in making a decision, at any level, regarding the status of matriculation of an applicant into the NEOMED College of Medicine, regardless of the admissions pathway.
- (2) **Faculty:** Faculty is defined as instructional faculty, clinical faculty, research faculty, residents, postdoctoral fellows, graduate student instructors and graduate student research assistants. (NEOMED Academic Policy 3349-AC-412)

(D) POLICY STATEMENT

- (1) This Policy applies to all individuals involved in decision making related to all admissions pathways that lead to matriculation into the COM including, but not limited to, early assurance – undergraduate pathway, early assurance – post-baccalaureate pathway, traditional admission and advanced standing admission.

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- (a) This Policy applies to those individuals who are making decisions regarding acceptance for interviews, those who conduct interviews, those who make recommendations for acceptance, and all members of admissions committees related to the COM.
- (b) This Policy does not apply to support staff who are completing administrative tasks related to admissions and are not functioning in a decision-making capacity regarding individual candidates.
- (2) This Policy is designed to remove, as much as possible, bias in selection of applicants for interviews and selection of applicants for admission.
 - (a) The goal is to avoid conflicts of interest to the extent possible.
 - (b) It is recognized that it may not be possible to remove all bias. In this situation, the goal is to manage the bias to the best of the ability of the Office of Admissions and the College of Medicine.
- (3) Conflicts of interest with an applicant for admission include, but are not necessarily limited to, the following:
 - (a) Health care relationship: those who provide any health services, including psychiatric/psychological counseling
 - (b) Familial relationship: parent, sibling, spouse, grandparent, aunt or uncle, or cousin, including in-law and step relationships
 - (c) Close personal and/or professional relationship: significant other/fiancé, godparent, friend, employer, mentor
 - (d) External influence: Having been contacted about a candidate from someone external to the admissions process who wishes to influence the process in favor of a particular candidate

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(4) Faculty responsibilities:

- (a) Faculty, in reference to this Policy, are considered to be those who are involved in decisions regarding selection of applicants for an interview, interviewing applicants and involvement in any other admissions decision.
- (b) Faculty are responsible for disclosing any and all conflicts of interest prior to any admissions decision by acknowledging any conflicts of interest by signing an Attestation Regarding Conflicts of Interest – Admissions form. (Attachment 1)
- (c) Faculty must recuse themselves from selecting for interview, interviewing or engaging in decision-making around admissions for applicants with whom they have a conflict of interest.
 - (i) Faculty who have a spouse, child, grandchild or sibling in the candidate pool MUST recuse themselves for the entire admissions cycle.

(5) Applicant responsibility:

- (a) As part of the introductory presentation to all candidates at the start of an interview day, a slide will provide information about conflicts of interest in the admissions process and University attempts to eliminate conflicts.
- (b) Candidates will be asked to identify if they perceive a conflict of interest with any faculty members who will be interviewing them. If a conflict is noted by a candidate, the interview schedule will be adjusted at that time.

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Attachment 1

Northeast Ohio Medical University
College of Medicine
Attestation Regarding Conflicts of Interest – Admissions

The Liaison Committee on Medicine Education (LCME), which accredits medical education programs, requires that NEOMED adhere to Standard 12.5 – that health professionals who provide health services, including psychiatric/psychological counseling, to a medical student have no involvement in the academic assessment or promotion of medical students receiving those services. NEOMED considers applicants for admission to be covered by this LCME standard. NEOMED also considers it to be a conflict of interest when a faculty member who is involved in the academic assessment or promotion of a medical student has a familial or close personal relationship with the student, including but not limited to blood relatives (ex., parents, grandparents, siblings, cousins) and others with whom there is a familial or close personal or professional relationship (ex., step-parent, in-law, fiancé, godparent, employer, mentor). Further, a conflict of interest also exists when someone who is directly involved in the admissions process is contacted by another party with the intent of influencing an admissions decision.

Following is a list of applicants for whom you will have direct input into an admission decision. Please review the list to determine and report potential conflicts of interest.

Academic year: _____

Date(s) of interview/Admissions Committee meeting: _____

Applicants assigned to your interview schedule or admissions decision review:

{list students}

Please check (or double click) the box(es) that corresponds best regarding potential conflicts of interest, sign and date the form and return it by the date indicated.

I attest that I have no conflicts of interest regarding the admission decision of the applicant(s) listed above.

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I have a conflict of interest regarding the interview of the applicant(s) listed below, and they should be assigned to another interviewer.

Please list applicant(s):

I have a conflict of interest regarding the admission decision of the applicant(s) listed below. Because it is not possible to assign them to another Admissions Committee, I will recuse myself from discussion about or decision regarding their acceptance.

Please list applicant(s) with whom you have a conflict and for which you will recuse yourself.

Faculty name: {insert name}

Faculty signature: _____ Date: _____

Return completed form by { insert date } to: {name}
 {title}
 College of Medicine
 Northeast Ohio Medical University
 {email} Fax: {fax number}