

NEOMED ACADEMIC POLICY	Policy No: 3349-AC-419
ACADEMIC POLICY TITLE: COM - Conflicts of Interest - Admission	EFFECTIVE DATE: 11/01/2018 REVISED: 5/16/2023 (update: 7/11/2023)
RESPONSIBLE DEPARTMENT: Academic Affairs, College of Medicine	Approval Authority: Dean, College of Medicine 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 in part, that “the selection of individual medical students for admission is not influenced by any political or financial factors.” (*LCME Functions and Structure of a Medical School*, effective July 1, 2023). The pertinent LCME Element is as follows:

- Element 10.2 - Final Authority of Admission Committee

(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 plan.
- (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)
- (3) **Interviewer:** Interviewer is defined as Faculty, alumni and staff who interview applicants as part of the admission process

(D) POLICY STATEMENT

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- (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 Plans, Traditional Admission Plan and Advanced Standing/Transfer Admission.
 - (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

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(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

(4) Faculty and Interviewer responsibilities:

(a) Faculty and Interviewers, 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 and Interviewers 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 and Interviewers 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 and Interviewers who have a spouse, child, grandchild or sibling in the candidate pool MUST recuse themselves for the entire admissions cycle.

(5) Applicant responsibility:

Candidates will be asked to identify if they perceive a conflict of interest with any faculty members, alumni, or staff who will be interviewing them. If a conflict is noted by a candidate, the interview schedule will be adjusted.

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Attachment 1



Attestation Regarding Conflicts of Interest – Admissions

The Liaison Committee on Medical Education (LCME) which accredits medical education programs requires that NEOMED ensures that there are no conflicts of interest in the admission process and that no admission decisions are influenced by political or financial factors. Conflicts of interest with an applicant for admission, as defined in the COM Conflicts of Interest - Admission Policy (3349-AC-419), include, but are not necessarily limited to, the following:

- Health care relationship: those who provide any health services, including psychiatric/psychological counseling;
- Familial relationship: parent, sibling, spouse, grandparent, aunt or uncle, or cousin, including in-law and step relationships;
- Close personal and/or professional relationship: significant other/fiancé, godparent, friend, employer, mentor; or
- 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.

Your role (Admission Committee Member/Interviewer) in the admission process dictates that you will have direct input into an admission decision/candidate score. Please review the list to determine and report potential conflicts of interest.

Academic year: **2023-2024**

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) in the current cycle.

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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 the Admission Committee for discussion and decisions affecting 2024 M-1 matriculation.

Faculty name: _____

Faculty signature: _____ Date: _____

Return completed form by **August 17th** to: Jill Thompson, M.Ed.
Assistant Director of Admissions
Northeast Ohio Medical University
jthompson@neomed.edu Fax:330.325.5905