Conflict of Interest Policy—Assessment

Section: 3
Policy number: 3.6
Responsible Office: Vice President for Health Affairs/Dean

POLICY STATEMENT

This policy establishes guidelines for managing conflicts of interest between faculty and students with regards to assessment. A given faculty member shall not be responsible for evaluation of a student when there is an unmanageable conflict of interest.

REASON for POLICY

The purpose of this policy is to identify and manage potential conflicts of interests in assessment situations involving students and faculty where a prior relationship may exist, to establish standards of conduct for faculty with responsibility for student assessment, and to provide a mechanism for students and faculty members to report potential conflicts of interest in student assessment.

SCOPE of POLICY

This policy applies to:
- Deans, Directors, and Department Heads
- Managers and supervisors
- Students
- Faculty
- Staff

Others: This policy applies to all faculty members who have responsibilities for student assessment. Faculty members have an active duty to bring forward any potential conflicts of interest.

WEB SITE REFERENCES

This policy: http://www.med.und.edu/policies/_files/docs/conflict-of-interest-assessment.pdf
Policy Office: http://www.med.und.edu/policies/index.cfm
Vice President for Health Affairs and Dean: http://www.med.und.edu/administration/deans-office/index.cfm
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DEFINITIONS

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<th>FAC</th>
<th>Faculty Academic Council</th>
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<tr>
<td>Conflict of Interest</td>
<td>A personal or financial consideration that may compromise, or appear to compromise, a committee member’s professional judgment in administration, management, instruction, research or other professional activities.</td>
</tr>
<tr>
<td>SMHS</td>
<td>School of Medicine and Health Sciences</td>
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RELATED INFORMATION

There is no related information at this point.

CONTACTS

General questions about this policy can be answered by your department’s administrative office. Specific questions should be directed to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone/FAX</th>
<th>Office/Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy clarification</td>
<td>Dean's Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
</tr>
<tr>
<td>Policy format</td>
<td>Dean's Office</td>
<td>777.2514/777.3527</td>
<td><a href="mailto:judy.solberg@med.und.edu">judy.solberg@med.und.edu</a></td>
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PRINCIPLES

OVERVIEW— The purpose of this policy is to identify and manage potential conflicts of interests in assessment situations involving students and faculty where a prior relationship may exist, to establish standards of conduct for faculty with responsibility for student assessment, and to provide a mechanism for students and faculty members to report potential conflicts of interest in student assessment.

Examples of potential conflicts of interest between faculty and students:

1. The student is a close family relative or friend of the faculty members.
2. The student has a personal relationship with the faculty member.
3. The student has a financial relationship with the faculty member.
4. The student or student’s family member is receiving medical or mental healthcare from the faculty member.
5. The student is a relative of the supervisor of the preceptor who is evaluating or assessing the student.
6. The student is a relative of a practice partner of the preceptor.
Other considerations: A faculty member whose role is that of advising or mentoring students (such as a campus dean) should avoid assessing students. When that is not possible or practical, the student should be informed that during a certain time the role of the faculty member has changed and the faculty member will not be advising the student but instead will be teaching and evaluating the student. The student will be assigned another advisor during that period. For example, if a campus dean is functioning as a preceptor during a clerkship or elective, the advisory role of the dean will be turned over to another campus dean or to the School’s Associate Dean of Student Affairs.

PROCEDURES

1. Any student who feels that there is a potential conflict of interest with a faculty member shall make the conflict known to the course or clerkship director, the Director of Education Resources, campus dean, or the Associate Dean for Student Affairs and Admissions, whomever the student thinks is most important.

2. Any faculty member who feels that there is a potential conflict of interest with a student shall make the conflict known to the course or clerkship director, the Director of the Education Resources, the campus dean, or the Associate Dean for Student Affairs and Admissions, whomever the faculty member thinks is more appropriate.

3. The individual to whom the conflict of interest has been reported or other responsible individuals will determine, in consultation with all appropriate parties including the reporting individual, whether a conflict of interest is present and whether it is appropriate for the identified faculty member to assess the student, and will make the appropriate changes in the assessment process in a timely manner.

RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Faculty members</th>
<th>●Bring forward any and all potential or actual conflicts of interest</th>
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<tbody>
<tr>
<td>Dean’s Office</td>
<td>●Provide consultation to the Chair of FAC or to the chairs of FACs’ Standing Committees</td>
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FORMS

There are no current forms for this policy.

REVISION RECORD

08.13.13—CSCS approved
10.23.13—MCC approved
11.02.15—FAC approved