



# Max Rady College of Medicine Policy

<b>Policy Name:</b>	<b>Conflicts of Interest in Student Academic Assessment or Advancement</b>
<b>Application/ Scope:</b>	Undergraduate Medical Education (UGME) students
<b>Approved (Date):</b>	February 2018
<b>Review Date:</b>	January 2023
<b>Revised (Date):</b>	January 2018
<b>Approved By:</b>	College Executive Council, Max Rady College of Medicine

## 1. **PURPOSE**

- 1.1 Accreditation standard 12.5 of the Committee on Accreditation of Canadian Medical Schools (CACMS) and Liaison Committee on Medical Education (LCME) provides:

*12.5 Non-Involvement of Providers of Student Health Services in Student Assessment:*

*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. A medical school ensures that medical student health records are maintained in accordance with legal requirements for security, privacy, confidentiality, and accessibility.*

- 1.2 The purpose of this policy is to ensure that individuals that have provided, or currently provide, health services to a medical student, or have another relationship with a medical student that may be considered a conflict of interest, have no influence on the academic assessment or promotion of that medical student.
- 1.3 This policy is supplemental to the University of Manitoba Conflict of Interest Policy and Procedures. It is not intended to act as a substitute or duplicate forum to address issues over which the University of Manitoba Conflict of Interest Policy has jurisdiction.

## 2. **DEFINITIONS**

- 2.1 **Academic Assessment or Advancement-** Any academic, clinical or in-person assessment of a Medical Student including without limitation assessment in courses, modules, or rotations; midpoint in-training evaluations (MITER); final in-training evaluations (FITER); or recommendations/decisions respecting Medical Student promotion or graduation.  
Exclusion: For the purpose of this policy, objective forms of assessment (e.g. multiple choice exams) are not considered Academic Assessment or Advancement. For objective forms of assessment, the assessment should proceed as planned.
- 2.2 **Conflict of Interest-** Specific to this policy, a situation where:
- a health professional who provides, or has provided, health services, including without limitation psychiatric/psychological counseling, to a Medical Student; or
  - a family member of a Medical Student (e.g. 1<sup>st</sup> degree relative; aunt or uncle); or
  - a spouse of a Medical Student;  
becomes involved in the Medical Student's Academic Assessment or Advancement.

2.3 **Medical Student-** A student registered in the UGME program at the Max Rady College of Medicine, University of Manitoba.

2.4 **UGME-** Undergraduate Medical Education.

### 3. **POLICY STATEMENTS**

3.1 Family members and spouses of Medical Students, as well as health professionals who provide health services to Medical Students, including without limitation psychiatric/psychological counseling shall have no involvement in the Academic Assessment or Advancement of that Medical Student.

3.2 Medical Student personal health information is governed by provincial legislation respecting privacy and confidentiality (*The Personal Health Information Act* (Manitoba)) and Medical Student personal information is governed by provincial legislation (*The Freedom of Information and Protection of Privacy Act* (Manitoba)) as well as University of Manitoba policies and processes designed to protect the privacy of its students.

3.3 The Review Date for this Policy and Procedure is five (5) years from the date it is approved by the Dean's Council, Max Rady College of Medicine. In the interim, this document may be revised or repealed if:

(a) The Dean, Max Rady College of Medicine, with appropriate approvals, deems it necessary or desirable to do so;

(b) It is no longer legislatively or statutorily compliant; and/or

(c) It comes into conflict with another governing document of the Max Rady College of Medicine, the Rady Faculty of Health Sciences or the University of Manitoba.

If this document is revised or repealed, any related Max Rady College of Medicine documents shall be reviewed as soon as possible to ensure that they comply with the revised document, or are in term revised or repealed.

This Policy supersedes all previous governing documents dealing with the subject matter addressed in this document.

### 4. **PROCEDURES**

#### **Proactive Disclosure – Conflict of Interest**

4.1 The UGME office should inform preceptors of this policy on an annual basis.

4.2 Preceptors should review the Medical Students lists provided to them by the UGME office well in advance of Academically Assessing or Advancing Medical Students. Preceptors should proactively disclose any perceived or actual Conflict of Interest to the Associate Dean, Student Affairs, the Associate Dean, UGME or the Pre-Clerkship/Clerkship Director..

4.3 Medical Students should review individual course outlines provided to them well in advance, where possible of being Academically Assessed or Advanced by a preceptor. Medical Students should proactively disclose any perceived or actual Conflict of Interest to the course administrator.

- 4.4 For forms of Academic Assessment or Advancement in which there may be potential for subjectivity in the assessment, the course administrator shall arrange for an alternative assessment to be made.

**Reactive Disclosure – Conflict of Interest**

- 4.5 Preceptors who identify a perceived or actual Conflict of Interest while Academically Assessing or Advancing a Medical Student shall cease the assessment immediately and inform one of: the Rotation Director, the Director, Clerkship or the Associate Dean, UGME.
- 4.6 Medical Students who identify a perceived or actual Conflict of Interest while being Academically Assessed or Advanced shall inform the preceptor who in turn shall cease the assessment. Both parties shall inform one of: the Rotation Director, the Director, Clerkship, or the Associate Dean, UGME of the occurrence.
- 4.7 For forms of Academic Assessment or Advancement in which there may be potential for subjectivity in the assessment, the individual notified above shall arrange for an alternative assessment to be made.

**Post-Assessment Disclosure – Conflict of Interest**

- 4.8 Medical Students who identify a perceived or actual Conflict of Interest after having been Academically Assessed will be assigned the grade submitted by the preceptor. Should a Medical Student be dissatisfied with the assigned grade, the case will be reviewed on an individual basis; as well, the Medical Student may access the appeal mechanisms pursuant to the UGME Student Appeals Policy.

**Committee Member – Conflict of Interest**

- 4.9 Any member of a Committee involved in the Academic Assessment or Advancement of a Medical Student (e.g. Progress Committee) who has a perceived or actual Conflict of Interest shall declare the Conflict of Interest, recuse himself/herself from that portion of the meeting, and abstain from commenting or voting on the Medical Student's Academic Assessment or Advancement.
- 4.10 If quorum cannot be obtained due to multiple Conflicts of Interest, the Associate Dean, UGME, shall temporarily appoint faculty member(s) to serve as designate(s) for the Committee member(s) who declared a Conflict of Interest. The designate(s) are authorized to consider and vote upon the Academic Assessment or Advancement of the Medical Student where the Conflict of Interest was declared. The designate(s) will be recused from the Committee immediately after.

**Medical Student Health Records**

- 4.11 The UGME office shall store any Medical Student health-related information voluntarily submitted by a Medical Student in the Medical Student's Student Affairs file and not in the Medical Student's academic file.

5. **POLICY CONTACT**

Please contact the Associate Dean, Undergraduate Medical Education, Max Rady College of Medicine with questions regarding this document.

6. **REFERENCES**

University of Manitoba Conflict of Interest Policy:  
[http://umanitoba.ca/admin/governance/governing\\_documents/community/248.html](http://umanitoba.ca/admin/governance/governing_documents/community/248.html)