

# Creighton University School of Medicine

## Medical Program Policies

POLICY: Admissions Policy on Conflict of Interest

GOVERNING BODY: Educational Program Committee

APPROVAL DATE: 10/22/2019

REVISED DATE: 1/28/2020; 7/21/2020; 6/22/2021

LCME ACCREDITATION STANDARD REFERENCE: 10.2

### PURPOSE

The purpose of this policy is to ensure that the admissions process is free of external influences and conflicts of interests (COI).

### DEFINITIONS

A conflict of interest is defined as any situation in which the personal interests or experiences of the applicant for admission to Creighton University School of Medicine (CUSOM) Medical Education Program or the Admissions Committee member or interviewer might affect the relationship, impartiality, and decisions of one or both parties. In the medical school setting, examples of a conflict of interest include, but are not limited to, the following:

- **Medical and/or psychiatric or psychological counseling.** Any committee member or interviewer who provides health services, including psychiatric and psychological counseling, to an applicant for the Medical Education Program.
- **Business or financial relationship.** Any committee member or interviewer who have any type of business or financial relationship with an applicant for the Medical Education Program which undermines the impartiality of either party.
- **Family member.** Any committee member or interviewer and an applicant for Medical Education Program are immediate relatives, such as a child, parent, sibling, grandparent, or grandchild.
- **Other applicant interactions.** Any committee member or interviewer who has any other interaction with an applicant for the Medical Education Program which results in a conflict.

### POLICY

Admissions Committee members and interviewers are required to recuse themselves wherein a conflict of interest exists with an applicant under consideration as follows:

- Medical and/or psychiatric or psychological counseling
  - Admissions Committee member must be recused from the meeting during the discussion of the applicant
  - Interviewer may not interview the applicant
- Business or financial relationship
  - Admissions Committee member must be recused from the meeting during the discussion of the applicant
  - Interviewer may not interview the applicant

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- Family member (as described above)
  - Admissions Committee member must be recused from the applicant's entire admissions cycle
  - Interviewer may not participate in interviews of any applicant during the applicant's entire admissions cycle
- Other applicant interactions
  - Situation dependent
  - Determination made by the Admissions Committee.

### PROCEDURE

- A. The conflict of interest policy is reviewed and approved annually by the Admissions Committee.
- B. The conflict of interest policy is presented to all committee members and interviewers at the annual Admissions Committee and interviewer orientations.
- C. The Chair of the Admissions Committee shall query the committee members at the start of each meeting to ascertain if a conflict of interest exists between any member and any of the applicants under review.
- D. The members of the Admissions Committee will sign an COI attestation on the voting sheet that is submitted after each meeting. The attestation shall be as follows:

"I attest that I do not have a conflict of interest with any of the applicants being evaluated. Relationships that constitute a conflict of interest are defined by the Creighton University School of Medicine Admissions Policy on Conflict of Interest."
- E. Interviewers will electronically attest to the COI policy when they are assigned their applicants to interview.
- F. If a conflict of interest exists between any committee member or interviewer and any of the applicants being reviewed or interviewed, that member or interviewer must recuse himself or herself from participation as described above.

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- G. If it is subsequently discovered that an interviewer or an Admissions Committee member had a conflict of interest that was not disclosed, the occurrence will be investigated by the Assistant Dean of Admissions and the Director of Admissions.
1. If the breach is found to be deliberate, the interviewer or member will be permanently dismissed from further involvement with the admissions process.
  2. If not deliberate, education and remediation with the individual will be performed. If the COI was due to a family member (as described above), the member or interviewer will then be recused for the remainder of the admissions cycle.

### **SCOPE**

Admissions Committee Members and Interviewers

### **ADMINISTRATION AND INTERPRETATION**

The Office of Admissions is responsible for the administration and interpretation of this policy. Please forward questions to the Chair of the Admissions Committee.

### **AMENDMENT**

This policy may be amended by majority vote of the School of Medicine Admissions Committee and the Educational Program Committee.