



**Conflict of Interest Policy – Assessment
For all SMHS Students**

Section: 2 and 3
Policy number: 2.3 and 3.2
Responsible Office: Student Affairs and Admissions
Issued: 11.05.15
Latest Review: 03.17.21

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 or current 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:

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| √Deans, Directors, and Department Heads | √Faculty |
| √Managers and supervisors | √Staff |
| √Students | |

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

Policy Office: <http://www.med.und.edu/policies/index.cfm>
Responsible Office: <http://www.med.und.edu/student-affairs-admissions/>

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DEFINITIONS	
Conflict of Interest or COI	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.
FC	Faculty Council
Program Directors	UND SMHS Program Director: Medical Students-Associate Dean for Student Affairs and Admissions Health Sciences-Department Chair Graduate Students-Biomedical Sciences Education Director Undergraduate Students-SMHS Associate Dean for Education Administration and Faculty Affairs
SMHS	School of Medicine and Health Sciences
Academic Counseling	For the purpose of this policy academic counseling shall refer to the process of provision of assistance and guidance in resolving difficulties in the areas of academics (both cognition and/or behavioral). This does not refer to the situation of how academics affect potential career choices.
Assessment	For the purposes of this policy shall refer to summative assessment.
Career Counseling	For the purpose of this policy career counseling shall refer to the process of provision of assistance and guidance in resolving questions/concerns regarding career planning and preparation.
Personal Counseling	For the purpose of this policy, personal counseling shall refer to individual counseling to address the student's personal wellness, emotional, and physical health goals.

RELATED INFORMATION	
Learner Mistreatment Policy	https://med.und.edu/policies/files/docs/2.5-3.12-learner-mistreatment.pdf

CONTACTS

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

Subject	Contact	Telephone/FAX	Email contact
Policy clarification	Student Affairs	777.4221/777.4942	Saa@und.edu
Policy format	Dean's Office	777.2514/777.3527	judy.solberg@med.und.edu

PROCEDURES

- I) 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. Students must also refrain from evaluating an instructor with whom they have an unmanageable conflict of interest, either positively or negatively. Both students and faculty have a responsibility to expose conflicts as soon as they become known. Wherever necessary an alternative educational opportunity will be made available to the students.
 - A) Any student who identifies a potential conflict of interest with a faculty member shall make the conflict known to someone who has the ability to act on the issue. However, if the student is unsure of who they should report this to, they can consult the SMHS Associate Dean for Student Affairs and Admissions.
 - i. For Health Sciences students this may be the fieldwork/clinical coordinator or the program chair.
 - ii. For Medical students this may be the course director or the campus dean.
 - B) Any faculty member who identifies a potential conflict of interest with a student shall make the conflict known to the person who oversees their teaching duties.
 - i. For Health Sciences students this may be the fieldwork/clinical coordinator or the program chair.
 - ii. For Medical students this may be the course director or the campus dean.
- II) Examples of potential conflicts of interest between faculty and students:
 - A) The student has a personal relationship with the faculty member.
 - B) The student has a financial relationship with the faculty member.
 - C) The student or student's family member is receiving medical or mental healthcare from the faculty member.
 - D) The student is a relative of the supervisor of the faculty member who is evaluating or assessing the student.
 - E) The student is a relative of a practice partner of the faculty member.
- III) When a potential COI is raised by a student, the program or course director along with the student will need to both agree on the decision of whether or not there is a COI and whether or not the identified faculty member may assess the student. In the case where agreements cannot be reached, the faculty member will not assess the student.
- IV) Considerations for **medical students only**:
 - A) Faculty as Academic Counselors: Faculty members who serve as academic counselors to students should refrain from assessing the student. This assures that the student can obtain academic counseling from individuals who have no role in making assessment or promotion decisions about them.
 - B) Faculty/Residents as Health Care Providers: Health care providers (physical or mental health) shall

refrain from assessing or being involved in promotion discussions and decisions about students who are currently their patient or have been in the past. In that situation, the student will be provided another preceptor or an alternative educational experience. The health care provider shall recuse himself or herself from assessment and promotion discussions and decisions.

V. Considerations for physician assistant students:

- A) Principal faculty, the program director, and the medical director cannot participate as healthcare providers for students in the physician assistant program, except for emergency situations.
- B) The principal faculty, program director, and medical director should refrain from assessing or being involved in promotion discussions and decisions about students who have been patients in the past. If an unmanageable COI situation occurs, the student will be provided another advisor/preceptor/fieldwork supervisor/clinical instructor or an alternative educational experience. The health care provider with an unmanageable COI shall recuse themselves from assessment and promotion discussions and decisions about the student.

VI. Considerations for other health sciences students:

- A) Faculty/Residents as Health Care Providers: Health care providers (physical or mental health) should refrain from assessing or being involved in promotion discussions and decisions about students who are currently their patient or have been in the past. If an unmanageable COI situation occurs, the student will be provided another advisor/preceptor/fieldwork supervisor/clinical instructor or an alternative educational experience. The health care provider with an unmanageable COI shall recuse himself or herself from assessment and promotion discussions and decisions about the student.

RESPONSIBILITIES	
Faculty members	Bring forward any and all potential or actual conflicts of interest
Responsible individual from the Program (person with the authority within the program in which the conflict occurred to address the issues)	Work with the appropriate individuals to decide if there is an unmanageable conflict of interest and if present, develop a plan to address the conflict of interest.
Students	Bring forward any and all potential or actual conflicts of interest

FORMS	
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REVISION RECORD

08.13.13 –CSCS Approved
 10.23.13 – UMEC Approved
 05.03.21 – FC Approved
 05.03.21 – Dean Approved
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