

**UC Riverside, School of Medicine Policies and Procedures****Policy Title:** Conflict of Interest Policy for the Clerkship Curriculum Subcommittee (CCS)**Policy Number:** 950-06-004

<b>Responsible Officer:</b>	Senior Associate Dean, Medical Education
<b>Responsible Office:</b>	Office of Medical Education
<b>Origination Date:</b>	04/13/2021
<b>Review Date:</b>	10/25/2023
<b>Date of Revision:</b>	NA
<b>Scope:</b>	School of Medicine

**I. Policy Summary**

This is the conflict-of-interest policy for members of the Clerkship Curriculum Subcommittee (CCS) of Medical Education Committee (MEC) of the UC Riverside School of Medicine.

**II. Definitions**

Conflicts of interest may include personal relationships or financial relationships. Personal relationships include, but are not limited to, friends, family members, former employers, business/social/academic associates, and/or known relatives of any of those named above. Examples of financial relationships include, but are not limited to, the individual, or their immediate family member, currently or previously having a shared ownership interest with the individual or a member of their immediate family, or a relationship in which they receive a salary, gift, royalty, trade, intellectual property right, consulting fee, honoraria, or other financial benefit. In addition, there may be educational conflicts of interests where a course / clerkship / thread director (who is also a member of this subcommittee) may present a proposal to the subcommittee for a change in their course / clerkship / thread but director would recuse themselves from the subcommittee discussion and vote.

**III. Policy Text**

If a member of the CCS believes that a conflict of interest exists for themselves or for another person on the subcommittee, said member should bring the potential conflict of interest to the attention of the Chair. The Chair will convene a meeting in the absence of the person with the potential conflict and those present will determine whether a conflict exists. If the decision is in the affirmative, the individual considered to have a conflict may be asked to recuse themselves during subcommittee discussions of the subject matter in question and, should a vote be taken, will not vote on the issue. Should the Chair be the person considered to have a conflict of interest, the members of the CCS will vote on one faculty member to serve the function of the Chair in the process outlined.

**Approvals:**

MEDICAL EDUCATION COMMITTEE (04/15/2021)

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*Pablo Joo*

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*Deborah Deas*

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DEBORAH DEAS, M.D., M.P.H  
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