

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Conflict of Interest Policy for the Assessment & Evaluation (A&E) Team**Policy Number:** 950-06-036

Responsible Officer:	Senior Associate Dean, Medical Education
Responsible Office:	Office of Medical Education
Origination Date:	09/2021
Date of Revision:	09/2023
Review Date:	10/26/2023
Scope:	UCR School of Medicine

I. Policy Summary

This is the conflict-of-interest policy for members of the Assessment & Evaluation (A&E) Team, a faculty body with responsibilities pertaining to student assessment methods and program evaluation of the MD education program.

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 team) may present a proposal to the team for a change in assessment or evaluation of their course / clerkship / thread but director would recuse themselves from the team discussion and vote.

III. Policy Text

If a member of the A&E Team believes that a conflict of interest exists for themselves or for another person on the team, 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 team 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 team will vote on one faculty member to serve the function of the Chair in the process outlined.

IV. Responsibilities

Office of Medical Education

Policy Number: 950-06-036

Approvals:
MEDICAL EDUCATION COMMITTEE (10/08/2021)

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