



QUILLEN COLLEGE of MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name/Number: Student Assignment/Alternative Assignment/Conflict of Interest / MSEC-1018-22

Policy Owner: Ramsey McGowen, PhD / MSEC Chair (2013-2019); Ivy Click, EdD / MSEC Chair (2020-)	
Committees, Departments, or Individuals Responsible for Implementation: Pre-Clerkship Course Directors and Clerkship Directors	
Original Approval Date/ By: 10/16/2018 / MSEC	Effective Date: 11/8/2021
Most Recent Revision Date: 11/8/2021	Policy Advisory Committee Review Date: 11/8/2021
Date of Next Review: 11/8/2024 <i>(All policies are reviewed by the Policy Advisory Committee every 3 years unless circumstances for an earlier review is identified.)</i>	

(A) Policy Statement:

When a student is assigned to a facilitator, preceptor or service or appears before a committee where a conflict exists, it is the responsibility of all concerned to bring the conflict to the attention of the course or clerkship director and/or the Office of Academic Affairs, in order that an alternative assignment may be made, or action taken that ensures the faculty member concerned is not involved in the assessment or promotion of the student with whom a health care or other type of dual relationship has been established. Students are encouraged to disclose early to the course/clerkship director potential conflicts with a faculty member who may supervise them so appropriate scheduling accommodations can be made.

(B) Purpose of Policy:

To provide students the opportunity to have educational experiences free of conflicts of interest and the ability to request alternative site assignments based on personal, medical/health care or unforeseen circumstances, including conflict of interest/dual relationship with a faculty member or clinical instructor.

Conflict of interest

A conflict of interest / dual relationship occurs when a personal or financial relationship exists that might compromise, or appear to compromise, objectivity, judgment, or integrity in performing academic roles and responsibilities. A dual relationship also exists where a health professional has provided any type of health service, including psychiatric/psychological counseling to a student. The health professional is to have no involvement in the academic assessment or promotion of the medical student receiving those services.

(C) Scope of Policy (applies to):

All Quillen College of Medicine students.

(D) Policy Activities:

Requests for Pre-Clerkship Schedule Changes:

Written requests for changes to a student's M1 or M2 assignments to a facilitator or preceptor are to be addressed to the course director within two weeks of release of the schedule, or as soon as known, and must include an appropriate rationale (e.g., conflict of interest, personal, medical necessity or other unforeseen issues).

Requests for Clinical Schedule Changes Process:

Junior clerkship schedules are created by the Office of Academic Affairs. Many considerations are factored into student schedules. Clerkship directors and coordinators are responsible for assigning students to specific rotation sites/sub-rotations within the clerkship. They may factor student preferences into such assignments, but preferences are never guaranteed. Should special circumstances arise before, during or after student schedules are finalized, a student may request, in writing, a schedule change / site reassignment. Requests for changes within a clerkship are to be addressed to the clerkship director and/or coordinator at least eight weeks in advance of the clerkship start date, or as soon as known, and must include an appropriate rationale (e.g., conflict of interest, personal, medical necessity or other unforeseen issues). When a decision to deny a student's request for alternative assignment within the clerkship is made by the clerkship director, the student may appeal the decision to the Vice Dean for Academic Affairs, who will make the final authoritative decision. If the special circumstance is of a highly personal nature a student should request a reassignment in writing from the Vice Dean for Academic Affairs.

Written requests for changes to a student's overall clerkship schedule are to be addressed to the Vice Dean for Academic Affairs within two weeks of release of the final clerkship schedule, or as soon as known, and must include an appropriate rationale (e.g., conflict of interest, personal, medical necessity or other unforeseen issues). Changes are limited by the capacity of each clerkship.

Junior students have the option to formally request an alternative site assignment for the Underserved Medicine clerkship where students may be required to spend the entire clerkship period in rural communities. Those students for which being away from home for the entire clerkship period would pose an undue burden (e.g., personal, medical necessity or other unforeseen issues), may request to complete the clerkship requirements in areas not requiring overnight stays. All requests must be submitted at least eight weeks prior to the scheduled start date of the clerkship to the clerkship coordinator who reviews each application and makes a determination. If the request is denied, the student can appeal to the Associate Dean for Rural and Community Programs. A final appeal can be made to the Vice Dean of Academic Affairs. Due to the individualized nature of the reassignment, the number of requests approved for each clerkship period is limited.