



# QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Student Assignment/Alternative Assignment/Conflict of Interest**

Policy Replaces a Previous Policy (this includes change in policy name):  Yes/  No

If so, list name of previous policy (include policy number if different):

Policy Number (issued by the Office of Academic Affairs upon final approval): **MSEC-1018-22**

Policy Owner (Individual, Department, or Committee/Chair): **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 and Who Approved by: **10/16/2018 - MSEC**

Effective Date(s): **10/16/2018; 6/11/2019; 11/8/2021; 7/25/2024**

Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):

**6/11/2019 – relationship to Health Services for Medical Students policy identified – MSEC**

Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):

**11/8/2021 – revision of EAD to Vice Dean for Academic Affairs and revisions by Dr. Kincer**

Exemption(s) to Policy (date, by what committee or individual, and brief description):

LCME Required Policy:  Yes/  No

If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):

### **1.2 Conflict of Interest Policies**

**A medical school has in place and follows effective policies and procedures applicable to board members, faculty members, and any other individuals who participate in decision-making affecting the medical education program to avoid the impact of conflicts of interest in the operation of the medical education program, its associated clinical facilities, and any related enterprises.**

### **10.9 Student Assignment**

**A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it.**

### **12.5 Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records**

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**The health professionals who provide health services, including psychiatric/psychological counseling, to a medical student have no involvement in the academic assessment or promotion of the medical student receiving those services, excluding exceptional circumstances. A medical school ensures that medical student health records are maintained in accordance with legal requirements for security, privacy, confidentiality, and accessibility.**

*All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.*

Date of Review: 7/25/2024

Revisions Made: Yes/ No If yes, list revisions made:

7/25/2024 – sentence added regarding course director communicating approved change of facilitator/preceptor to Office of Academic Affairs who may assist with finding an alternative assignment.

Revisions Require Approval by Policy Owner: Yes/ No

### **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.

### **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.

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, excluding exceptional circumstances.

### **Scope of Policy (applies to):**

All Quillen College of Medicine students.

### **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). The course director will communicate the approved change of facilitator/preceptor to the Office of Academic Affairs who may assist with finding an alternative assignment.

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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.

<b>Administrative Reviews/Approvals</b>	<b>Date Approved</b>
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	7/25/2024
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	7/25/2024
<i>Vice Dean for Academic Affairs</i>	7/25/2024

<b>Policy Review and/or Revision Completed By (if applicable)</b>	<b>Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)</b>
<i>Office of the Dean</i>	
<i>Office of Academic Affairs</i>	September 2018; 6/11/2019; 11/8/2021; 7/25/2024
<i>Office of Student Affairs</i>	October 2018
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	10/16/2018
<i>Student Promotions Committee</i>	October 2018
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	

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<i>M1/M2 Course Directors</i>	October 2018
<i>M3/M4 Clerkship/Course Directors</i>	10/2/2018
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	
<i>Medical Students</i>	October 2018
<i>QCOM Faculty</i>	October 2018

<b>Final Policy Emailed to:</b>	<b>Date of Email Notifications</b>
<i>Medical Education Director for Posting on Educational Policies Website</i>	5/1/2024; 7/25/2024
<i>Policy Owner</i>	5/1/2024; 7/25/2024
<i>Admissions Office for Catalog (only new policies)</i>	October 2018