




**QUILLEN  
COLLEGE of MEDICINE**

EAST TENNESSEE STATE UNIVERSITY

 <p><b>QUILLEN COLLEGE of MEDICINE</b></p> <p>EAST TENNESSEE STATE UNIVERSITY</p>	<b>Policy/Procedure/Process Name:</b>	Student Assignment / Alternative Assignment / Conflict of Interest
	<b>MSEC/ADMIN Number:</b>	MSEC-1018-22
	<b>Approving Officer:</b>	Ramsey McGowen, MSEC Chair
	<b>Agent(s) Responsible for Implementation:</b>	M1-M4 Students Course Directors Clerkship Directors
<b>Original MSEC Approval Date:</b> 10/16/18 <b>Effective Date(s):</b> 10/16/18	<b>Originator Name/Committee:</b>	Cathy Peeples, Academic Affairs
<input checked="" type="checkbox"/> <b>New Policy/Procedure/Process</b>	<input checked="" type="checkbox"/> <b>Related to Existing Policy/Procedure/Process</b> Health Services for Medical Students Policy ADMIN 0619-7	
<b>Revision Date(s):</b> June 11, 2019 relationship to ADMIN Policy 0619-7 identified	<b>LCME Required Policy/Procedure/Process:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>LCME Element(s) Number and Description:</b>  <b>1.2 Conflict of Interest Policies</b> 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.  <b>10.9 Student Assignment</b> 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.  <b>12.5 Non-Involvement of Providers of Student Health Services in Student Assessment/Locations of Student Health Records</b> 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.  [Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].	
<b>Exemption(s) to Policy through MSEC Action (date of meeting):</b>		
<p align="center"><i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i></p>		
<b>Administrative Review Date(s):</b> 6/10/2020		

**(A.) 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.

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### 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.

### (B.) 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.

### (C.) Scope of Policy

All Quillen College of Medicine students

### (D.) Activities of Policy:

#### 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/subrotations 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 two 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 Executive Associate 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 Executive Associate Dean for Academic Affairs.

Written requests for changes to a student's overall clerkship schedule are to be addressed to the Executive Associate 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 Jr. Community Medicine clerkship where students are required to spend the entire clerkship period in Sevierville, TN. Those students for which being away from home for the entire clerkship period would pose an undue

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burden (e.g. personal, medical necessity or other unforeseen issues), may request to complete the clerkship requirements in the Johnson City area. All requests must be submitted at least 6 weeks prior to the scheduled start date of the clerkship to the Executive Associate Dean for Academic Affairs who reviews each application and makes the final determination. If the request is approved, the Executive Associate Dean for Academic Affairs will individualize a program of study for each student to meet the goals of the Jr. Community Medicine clerkship.

However, not all requirements can be accomplished on the main campus and the student will be required to travel to Sevierville for participation in selected activities. Due to the individualized nature of the reassignment, the number of requests approved for each clerkship period is limited.

<b>Approved by:</b> <b>Name / Title: Ramsey McGowen, MSEC Chair</b>	<b>Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number):</b> <i>(List only if a name change is involved)</i>
<b>Review/Revision Completed by:</b>	<b>Date</b>
<input type="checkbox"/> Office of the Dean	
<input checked="" type="checkbox"/> Academic Affairs	September 2018; June 11, 2019
<input checked="" type="checkbox"/> Student Affairs / Register Office	October 2018
<input checked="" type="checkbox"/> Medical Student Education Committee	October 16, 2018
<input checked="" type="checkbox"/> Student Promotions Committee	October 2018
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors	October 2, 2018
<input checked="" type="checkbox"/> M1/M2 Course Directors	October 2018
<input type="checkbox"/> Student Groups/Organizations (describe):	

<b>Notifications of New or Revised Policy</b>	<b>Method of Notifications and Date</b>
<input checked="" type="checkbox"/> Medical Students	October 2018
<input checked="" type="checkbox"/> All QCOM Faculty	October 2018
<input type="checkbox"/> All QCOM Staff	
<input checked="" type="checkbox"/> Admissions Office (catalog)	October 2018