



School of Medicine

This policy is designed to address LCME Standard 1.2 and 10.2

Overview:

The decisions of the Admissions Committee regarding applicants must be free from intimidation and not influenced by any political or financial factors. Members and involved parties (including administration, professional staff, alumni and all employees) must report a possible conflict of interest immediately to the Associate Dean for Admissions. It is our policy to request the disclosure of potential conflicts of interest so that action may be taken to ensure that such conflict does not influence objective decision making. This policy is available on our website and as requested.

Wayne State University School of Medicine recognizes that the admissions process does not, and should not, operate “blindly.” Alumni and faculty members frequently recruit students of whom they have direct knowledge. Furthermore, the admission process for a doctoral program will frequently take into account the “fit” between a prospective graduate student’s interests and those of the faculty in the program. However, the admissions process should, and should be seen to, take into account only academic and programmatic considerations when admitting and recruiting students.

POLICY

Any persons participating in the medical school admissions process shall recuse themselves in any case where they have, or appear to have, a conflict of interest concerning the applicant. A conflict of interest is present if the faculty, staff or other involved person may have an interest in the outcome (admission or rejection) other than the recruitment of the most qualified applicants.

A conflict of interest exists without limitation in situations where a member of the Admissions Committee or Staff of the Admissions Office is

- a. Related by blood or marriage to the applicant;
- b. In or has been in a significant teaching or social relationship with the applicant;
- c. In a significant social relationship with a colleague who is related to the applicant;
- d. In a workplace environment in which a colleague is related to an applicant; or
- e. Where a conflict of interest relating to the applicant has been previously identified.

If a member of the Admissions team is aware of applicants who fit any of the above criteria, they should refrain from interviewing or ranking the applicant, and leave the meeting during discussion of the file.

Admissions Committee Members and Office Staff will review the policy annually and will complete the attached form:

A. Do you or any member of your immediate family hold any "interest" in an applicant for medical school?

YES NO

If YES, please describe: {include name of applicant(s)}:

B. Do you have any relationships that might reasonably be regarded as creating a possible conflict of interest (check only one)?

YES NO

If YES, please describe:

I certify that I have read, understand and will comply with the Wayne State University School of Medicine Office of Admissions Policy on Conflict of Interest.

DATE

NAME

SIGNATURE

Office of Administrative Responsibility	Admissions Office
Approver	Vice Dean for Medical Education
Date	08/19/2013