

Conflict of Interest Policy

This policy is suggested as a guide for all committee members and interviewers to avoid conflicts in order to assure fairness and objectivity in the admissions process.

1. If the child, sibling, spouse, or partner of a committee member is applying for admission to the OHSU School of Medicine, then the member should resign from the committee for that year.
2. If an acquaintance or other relative of a committee member is applying to OHSU, that member should not interview the candidate, screen their file, or participate in the committee deliberation or voting. The nature of the conflict should be stated at the beginning of the presentation. Discretion will be allowed in defining the extent of the conflict; if minor, participation in deliberation and voting will be permitted. These relationships include but are not limited to:
 - a. If the candidate is a child, sibling, spouse or partner of a colleague.
 - b. If the candidate is a child, sibling, spouse or partner of a member of your academic division.
 - c. If the candidate is a child, sibling, spouse or partner of a close acquaintance.
 - d. If the candidate is a relative other than a child or sibling.
 - e. If the candidate is a patient.
 - f. If the candidate is a colleague or close acquaintance.
3. If an employee or ex-employee of a committee member is applying for admission, the committee member should not interview the candidate, screen their file, or participate in the deliberation or voting. The committee member should be encouraged to submit their comments on the applicant in a letter, which becomes part of the candidate's file.
4. If a current or former student of a committee member is applying for admission, the committee member may participate in the process unless a letter of recommendation has been requested of or written by the member. If a close relationship is present between the student and the committee member, such as a thesis or dissertation mentor, then the member should not screen or interview the candidate, or participate in the deliberation or voting.
5. On occasion, unsolicited information about a candidate may be provided to a member by faculty and outside contacts. The individual should be asked to submit a letter for the applicant's file and should be told that information provided beyond this will require the member to abstain from the committee process.
6. If a committee member learns negative information about a candidate that may be of potential importance, the member should discuss this with the chair and with university counsel to reach a consensus prior to disclosing it to the committee.
7. Prior to the first application of a candidate to OHSU, counseling should be provided only by the premedical advisors at the student's college or university. However, upon unsuccessful application, a candidate may choose to counsel with staff and if desired, with other committee members. If counseling is provided by a member, then he or she should not participate in the committee process subsequently. A note summarizing the counseling discussion should be sent for incorporation in the applicant's file.
8. It is understood conflicts may not be recognized until after an interview or the MMI. Under such circumstances it is imperative that interviewers, raters and applicants make every attempt to inform admissions staff of a potential conflict as soon as possible. Conflicts will then be reviewed by the Dean of Admissions or the Admissions Committee Chair to determine an appropriate course of action: reporting delays may restrict the breadth of possible actions to address a conflict in an equitable fashion.