

Undergraduate Medical Education

Standard Operating Procedures Concerning Conflicts of Interest for Undergraduate Medical Education Faculty and Students



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This SOP will outline the practices guiding faculty and students in conduct where a real, perceived or potential conflict of interest may exist in Undergraduate Medical Education (UGME). This SOP will attempt to provide guidance as to specific situations which may be seen as a conflict of interest in the context of UGME, but is not meant to be exhaustive as to potential conflicts of interest in all circumstances.

Faculty and Students are also guided by standards of ethical practice, legislation, and the policies of Queen's University and other professional organizations on conflict of interest.

Examples include:

Queen's University policy on Conflict of Interest

<https://www.queensu.ca/secretariat/policies/senate/conflict-interest-and-conflict-commitment-policy-faculty>

Canadian Medical Association Code of Ethics

[CMA Code of Ethics and Professionalism - Canadian Medical Association](#)

Policies of the College of Physicians and Surgeons of Ontario (CPSO) including the policy on Professional Responsibilities in Undergraduate Medical Education

[CPSO - Professional Responsibilities in Medical Education](#)

The CPSO Practice Guide

[CPSO - Physicians' Relationships with Industry: Practice, Education and Research](#)

Regulations made under the Medicine Act (Ontario) and the Regulated Health Professions Act (Ontario)

Declarations of Conflict of Interest

Students, staff and faculty must disclose any perceived, potential or real conflicts of interest when teaching, presenting or participating in administrative functions or meetings in the course of their duties in Undergraduate Medical Education.

- Faculty and Students will include a disclosure or statement at the beginning of any learning event that includes information regarding any conflicts related to material to be discussed. This includes a visible disclosure on any learning materials available in print or electronically and any independent learning events. This includes but is not limited to:
 - Assigning or providing education material to students when the material is authored or provided for the purpose of marketing a product or service
 - Assigning or providing education material to students where the material is authored by a member of faculty and the assignment will result in personal gain
 - Having a financial, personal or pecuniary interest in any therapy or service which is taught, presented or recommended in the course of teaching, including clinical teaching and/or presentation
- UGME meetings will provide opportunity for participants to declare any conflicts of interest at the beginning of the meeting and at any time a participant becomes aware of a real or potential conflict. The Chair of the meeting will then decide on the degree to which the member may then participate in discussion and/or voting at the meeting.
 - Conflicts will be recorded in the Committee minutes
 - Depending on the sensitivity of the issue being discussed the Committee member may be asked to leave the meeting
- All UGME sanctioned events or events occurring within the University attended by medical students where financial, material or other support is provided from outside of the University will require full and visible disclosure of the nature of the support provided and the prior approval given by MD PEC.

- Where there is a personal relationship between a Faculty member and a student, the faculty member will not be involved in any assessments of the performance of a student and a written plan will be documented and approved by MD PEC in advance of the beginning of the course.

Examples of conflicts:

- Accepting gifts, benefits or favours from students, instructors, faculty or preceptors.
- Supervising or evaluating a student who is a member of the immediate family or with whom there exists or has recently existed an intimate or personal relationship.
- Participating in decisions, interviews or assessment of candidates for admission to the MD Program where one or more candidates is a member of his or her immediate family, or a person with whom there exists or has recently existed a friendship , intimate, personal or financial relationship.
- Directing a course, year or term where one or more students is a member of the immediate family.
- Supervision or evaluation of a student by a member of the Learner Wellness team where there exists or has recently existed a counselling/advising relationship.

Dispute Resolution

Disputes that arise will be first adjudicated by the Associate Dean, Undergraduate Medical Education and may be appealed to the Vice-Dean, Health Sciences Education.