

Policy Name:	Admissions Committee – Conflict of Interest Policy
Original Approval Date:	September 1, 2020
Approving Officer/Committee:	Admissions Committee
Revision Dates and Notes:	January 19, 2023
Related LCME Element(s) (if any):	10.2

- A. Policy** – All persons participating in the LSUHSC-S School of Medicine admissions process shall recuse themselves for any conflict of interest regarding individual applicants, including both the interview and selection processes
- B. Purpose** – The proceedings and decisions of the Admissions Committee of the LSUHSC-S School of Medicine regarding applicants must be free from intimidation or influence from political, financial, or personal influences. Fairness and objectivity may be compromised, or seen to be compromised, if applicant evaluation and selection is conducted by a person with whom the applicant has a close personal connection.
- C. Scope** – This policy applies to all persons participating in the LSUHSC-S School of Medicine admissions process.
- D. Definition** - Conflict(s) of interest exist when a Committee member has or may have an interest in the admission or rejection other than the enrollment of the most qualified applicants. A conflict of interest shall be presumed to exist where the Admissions Committee member is:
- i. Related by blood (parent, sibling, cousin, or a person whom the Committee member considers to be a family member) or marriage to the applicant;
 - ii. In or has been in a significant teaching, employment or social relationship with the applicant;
 - iii. In a significant social relationship with an individual who is related to the applicant; or
 - iv. Where a conflict of interest relating to the applicant and the Committee member has been previously identified.
- E. Procedure** – A Committee member with a conflict of interest as defined above should immediately advise the Associate Dean for Admissions or Chair of the Admissions Committee and recuse him or herself from the Admissions Committee selection activities concerning the applicant until final action has been taken on the applicant.

A Committee member who is unaware of a conflict of interest, but discovers one exists immediately prior to or during an interview, shall immediately excuse him/herself from the interview and inform the Admissions staff so an alternate interviewer can be arranged

Committee member shall recuse him or herself from the Admissions Committee selection activities concerning the applicant until final action has been taken on the applicant.

F. Related Policies/Forms

1. Conflict of Interest Statement Attestation Form – Signature required by all Admissions Committee members