APPLICATION TO MD PROGRAM - CONFLICT OF INTEREST

Purpose 1  The purpose of this policy is to manage the Conflict of Interest which exists when an employee of UME/Medical Skills Centre in the Cummings School of Medicine applies to or is registered in the MD Program within the Cumming School of Medicine at the University of Calgary.

Scope 2  This policy applies to employees of UME/Medical Skills Centre in the Cumming School of Medicine at the University of Calgary.

Definitions 3  In this policy:

a. Conflict of Interest involves a conflict between an employee’s duties and responsibilities in serving the institution and the employee’s private interests.

b. UME means Undergraduate Medical Education.

Policy Statement 4  Identification of the Conflict of Interest

4.1 Employees have access to course materials and student examinations in the regular course of operations. An employee who is also a student in the MD Program in the Cumming School of Medicine at the University of Calgary could benefit academically from access to this information.

4.2 An employee who applies to become a student in the MD Program with the Cumming School of Medicine at the University of Calgary could also benefit academically from access to this information if the application is successful. This remains true even if the employee resigns once he or she becomes a full-time student.
4.3 Employees may apply to a MD Program at any university other than the University of Calgary without creating a Conflict of Interest.

**Management of the Conflict of Interest**

4.4 Current employees will notify the Manager, Curriculum & Administration, UME if they plan to submit an application to the MD Program in the Cumming School of Medicine at the University of Calgary.

4.5 Employees will be asked to resign from their position in UME/Medical Skills Centre if they have any intentions of applying to the MD program in the Cumming School of Medicine at the University of Calgary.

4.6 Former employees will wait at least one year from the last day of employment in UME/Medical Skills Centre before applying to become a MD student in the Cumming School of Medicine at the University of Calgary.

4.7 Admissions will not accept a resume from anyone who is working or has worked in UME until one year from the last day of employment in UME/Medical Skills Centre has elapsed.

4.8 Admissions will not accept resumes from close relatives of File Reviewers.

During the interview process, prospective employees will indicate whether they have any intention of applying to become a MD student in the Cumming School of Medicine at the University of Calgary.

**Special Situations**

5 **Responsibilities**

6 *Approval Authority – Associate Dean, UME:*

   - Ensure appropriate rigor and due diligence in the development or revision of this policy.

*Implementation Authority – Manager, Curriculum & Administration, UME:*

   - ensure that University staff are aware of and understand the implications of this policy;
   - monitor compliance with the policy
   - regularly review the policy to ensure consistency in practice;
   - Sponsor the revision of this policy.

**Appendices**

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**Procedures**

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**Instructions/Forms**

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**Standards**

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15 **Approved:**

Dr. Sylvain Coderre, Associate Dean – UME
UME Management

April 23, 2015