**Policy Title:**
Non-Involvement of Providers of Student Health Services in Student Assessment Policy

**Category:**
Institutional Policies and Guidelines

**Accountable Dean or Director:**
Senior Associate Deans for Curricular Affairs and Student Affairs

**Reviewed By:**
Curriculum and Policy Subcommittee (CAPS)

**Approved By:**
Executive Oversight Committee (EOC)

**Effective Dates:**
AY2022/23

**Review Dates:**
TBD

**RELEVANT LCME STANDARDS:**
12.5 Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records

**PURPOSE AND SCOPE:**
To ensure that a provider of health and/or psychiatric/psychological services to a medical student has no current or future involvement in the academic assessment of, or in decisions about, the promotion of that student. This policy applies to all medical students, faculty, residents, fellows, other clinical staff, and current or prior clinical or familial/intimate relationships with that faculty, who provide clinical care to medical students and who also are involved with teaching or assessing medical students.

**POLICY:**
A provider of health and/or psychiatric/psychological services to a medical student can have no current or future involvement in the academic assessment of, or in decisions about, the promotion of that student.

Educators who are involved in student assessment and evaluation are required to certify that they have not provided healthcare to the students they are evaluating.

Additionally, faculty members who serve on a Promotions Committee must certify that they have not, and will not, provide healthcare to the students who will be reviewed by the committee.

I. Providers in Student Health and Student/Trainee Mental Health

The Director and providers of Student Health and the Director and physicians of Student/Trainee Mental Health Services are:
1. Allowed to teach students in the context of large group sessions such as lectures or large group discussions that involve the entire class
2. Allowed to teach students in electives/selective experiences
3. Not allowed to supervise students during any clinical rotations
4. Not allowed to teach students in any small group sessions or activities
5. Not allowed to participate in the assessment or evaluation of student performance
6. Not allowed to serve on the Promotions Committee

II. All other faculty

A student assigned to a course, clerkship, elective or other educational activity with a treating healthcare provider may request and will be granted an alternative assignment.

PROCEDURE:

Year 1 and 2 Course Small Group Preceptors

1. The responsibility for disclosing a conflict of interest with a medical student rests primarily with the teaching faculty and is managed by the Office of Curriculum Support (OCS).
2. In advance of each course in year 1 and 2, the OCS notifies each preceptor of the Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Records Policy and provides the roster of students assigned.
3. It is the responsibility of the faculty to review the roster and disclose a conflict of interest.
4. Any conflicts of interest are reported to the course director and course coordinator. If a conflict occurs, the OCS will reassign the student. Secondary to this process, prior to each course in year 1 and year 2, the OCS notifies students of the roster of faculty who may assess students in a small group and/or have a clinical role.
5. Students are informed of the faculty member’s participation by the Office of Curriculum Support (OCS) well in advance of the course, and are given the opportunity to “opt out” of that faculty member’s small group. The student will be reassigned without disclosing the reason for reassignment to the faculty.

Year 3 and 4 Clinical Rotations

Clerkship Students:

1. Medical students in clinical rotations are made aware of faculty and other educators assigned to teach in the clerkships four weeks prior to the start of the module by the clerkship coordinator. The clerkship coordinator will send the standardized COI communication to the clerkship students.
   a. Students will be provided with a roster of all educators who will teach in the clerkship for the academic year. If a student realizes they have been assigned a role with an individual faculty member that is prohibited by a current or prior clinical or familial/intimate relationship with that faculty member, it is the responsibility of the student to notify the course or clerkship director via email.
b. The clerkship coordinator will then ensure that the student is not placed with the faculty member or resident in a preceptor or evaluation role.

c. The reason given for the reassignment is duality of interest; the nature of the specific duality of interest circumstance need not be identified.

d. If there are any reported COI, the Coordinator or Clerkship Director will complete the COI Reportable Form. Once this form is submitted, an email is generated to clerkships@mssm.edu

Faculty/Residents in Clerkships:

1. Faculty and residents are made aware of all clerkship students and notified four weeks prior to the start of each module by the clerkship coordinator. The clerkship coordinator will send the standardized COI communication to the faculty.

e. Faculty will be provided with a student composite. If a faculty realizes that they have a conflict of interest with a student who may be assigned to them, that faculty member is responsible for notifying the course or clerkship director and coordinator about the potential conflict via email.

f. The clerkship coordinator will then ensure that the faculty member or resident is not in a preceptor or evaluation role.

g. The reason given for the reassignment is duality of interest; the nature of the specific duality of interest circumstance need not be identified.

h. If there are any reported COI, the Coordinator or Clerkship Director will complete the COI Reportable Form. Once this form is submitted, an email is generated to clerkships@mssm.edu

2. All clerkship evaluation forms have an item that asks the evaluator if a potential conflict of interest may exist. If the evaluator checks “yes” then the clerkship director will nullify the evaluation and it will not be included in any assessment or grade

Promotions Committee Members

Students who are required to appear before the Promotions Committee are given a roster of the members of the committee and are asked to identify any members who may present a conflict of interest. In that event, the Senior Associate Dean for Student Affairs will ask the member to recuse themselves.

Emergency Department

The Psychiatric Emergency Room and the Emergency Department have explicit policies about when medical students are evaluated clinically. The policy stipulates that any resident, fellow, or attending who have teaching or supervising responsibilities for the Student/Trainee in question will not be permitted to evaluate or otherwise provide care to him/her.