



Policy Title: Student Evaluation, Promotion & Awards Committee (SEPAC) Conflict of Interest Policy

Policy Number: SE.09.04.170808

Applies to: This policy applies to all Washington State University Elson S Floyd College of Medicine SEPAC members.

Date: 08/01/2023

1.0 Policy Statement:

Washington State University's Elson S. Floyd College of Medicine (COM) policy is that SEPAC members must be free of conflicts of interest when rendering decisions about students.

2.0 Definitions

Conflict of interest (COI): a personal, academic, or financial relationship with a medical student that might impact decisions rendered.

SEPAC: The Student Evaluation, Promotions and Awards Committee (SEPAC), which functions to monitor the progress of students throughout the medical education program. While the majority of SEPAC time is spent evaluating student progress, the committee also makes decisions regarding superior academic achievement and awards.

3.0 Responsibilities

SEPAC

Associate Dean for Assessment and Evaluation

4.0 Procedures

Awareness of the Conflict-of-Interest Policy

- Each SEPAC member acknowledges in writing, annually, that they have read and understand this policy.
- Signed forms are kept for the duration of SEPAC membership in the Office of Compliance.
- The SEPAC Chair reminds members of this policy at regularly scheduled SEPAC meetings.

Determination of Conflict of Interest

The presumption of a COI exists when a SEPAC member is:

- Related to the student; OR,
- Is or has been in a significant, ongoing coaching/teaching relationship; or social relationship with the student or student's family; OR
- Has a personal or financial interest with/in the student or the student's family.

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Avoidance of Conflict of Interest

- If in doubt as to the existence of a COI, committee members must report relevant facts to the SEPAC Chair.
- Members must report any potential conflicts at any point in committee meetings.
- Committee members with a conflict of interest must declare their conflict of interest and may recuse themselves from voting on decisions related to that student.
- Failure to report a real or perceived conflict of interest may result in the committee member's removal from SEPAC.

Procedure following declaration of Conflict of Interest/Recusal

- Committee members with a significant COI may recuse themselves from discussion and will be placed in a waiting room until the discussion and votes are concluded.
- Committee members with a COI who feel they may contribute to the discussion but not vote, or who feel the conflict will not affect their vote shall declare their COI with an explanation. They will be placed in a waiting room until the committee determines how best to manage the COI and how best to proceed. The decision of the committee is final. If the committee cannot reach consensus, the decision of the Chair prevails.
- Members without a COI may also abstain from voting on any decision if they have significant professional relationship with the student.
- COIs, recusals, and abstentions due to any of the above will be recorded in meeting minutes.

5.0 Related Policies

Medical Student Promotion, Dismissal, and Graduation SE 09.02.170808

[Conflict of Interest EC.01.01.191203](#), WSU College of Medicine

[EP #27 WSU](#)

[EP #45 WSU](#)

[RCW 42.52.140](#)

6.0 Key Search Word

Bias, fairness, conflict of interest

7.0 Revision History

Original Approval Policy number 8/8/2017 SE.09.04.170808

Review/Revision 8/8/2017 08/01/2023

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CERTIFICATION: I certify that I have read and understand the ESFCOM SEPAC Conflict of Interest Policy and will comply with the rules and policies governing conflicts of interest.

Employee Signature: _____ Date: _____

Employee Printed Name: _____