



DRAFT

Memorandum to: All PG Program Directors, Residencies and Fellowship
From: Dr. Glen Bandiera, Associate Dean
Admissions and Evaluation
Date: October 28, 2011
Re: **Guidelines for Managing Conflict of Interest in Admissions**

Background

Faculty members who have leadership roles in undergraduate medical education will, by virtue of their leadership responsibilities, become aware of evaluative information about students (such as examination scores, relative ranks of students in courses, etc). These faculty members may be called upon to contribute to admissions decisions for postgraduate (Residency) Programs. This dual role may create the opportunity for disclosure of information that would not otherwise be brought to bear in admissions decisions. The University of Toronto Undergraduate Education Executive has endorsed a set of principles governing the use of [personal information in Undergraduate Medical Education](#).

Problem Statement

The principles state that faculty members who are in leadership roles in undergraduate medical education not participate in admissions processes for postgraduate programs. Should this restriction not be possible, they should disclose potential conflicts of interest. Furthermore, such faculty members should refrain from writing reference letters for candidates that contain information other than their own personal opinions based on their own direct interaction with candidates.

While it was felt to be too late to adopt the principles in their entirety for this admissions cycle (for 2012 program entry), especially those principles regarding letters of reference, postgraduate programs should take steps to minimize the possibility of conflict of interest and inappropriate disclosure of information during their admissions processes.

Implications for Postgraduate Medical Education at the University of Toronto

Postgraduate program directors and training committees are requested to:

1. Discourage faculty members who have leadership roles in undergraduate medical education from participating in admissions deliberations.

2. Should #1 not be feasible,
 - a. faculty members are requested to disclose their conflict of interest and the nature of their involvement in undergraduate education to the Vice Dean, Undergraduate Medical Education, Vice or Associate Dean, Postgraduate Medical Education, AND to the admissions committee.
 - b. Faculty should refrain from providing any information they acquire by virtue of their undergraduate leadership roles, and focus only on that information they acquire as clinical teachers and supervisors of individual learners, or as members of the admissions committee.
3. Admissions committee members, program directors and/or training committees must identify inappropriate information when it is disclosed and ensure it is NOT admitted for decision-making purposes.

GB/nh