

POLICY ON NON-INVOLVEMENT OF HEALTH CARE PROVIDERS IN STUDENT SELECTION, ASSESMENT AND PROMOTION

Policy Statement

This policy reaffirms San Juan Bautista School of Medicine's (SJBSM) commitment to ensure that health professionals who provide health services to a student enrolled at SJBSM, including psychiatric / psychological counseling, have no involvement in assessing the academic performance or participating in decisions regarding the promotion or graduation of said student, excluding exceptional circumstances; and the confidentiality of student's health records. This policy ensures ongoing compliance with the standards of the Liaison Committee on Medical Education (LCME).

Scope

This policy applies to all faculty members and students enrolled at San Juan Bautista School of Medicine to avoid any possible conflict of interest (actual or perceived) related to a possible overlapping of clinical responsibilities and student assessment and/or promotion; and protect the confidentiality and security of all educational student records, including health-related records voluntarily submitted by students, which are maintained in accordance with legal requirements for security, privacy, confidentiality, and accessibility.

Policy and Procedures

- Applicant Selection and Admission
 - The selection and admission of applicants to SJBSM has been charged to the admission committee who has full authority to make these decisions without the influence of external factors.
 - Members of the admission committee and interviewers are informed in advance of institutional policies regarding conflict of interest and non-involvement of health care providers in the selection, assessment and promotion of students.
 - Members of the admission committee and interviewers are required sign a disclosure attesting their knowledge of said policies.
- Student Assessment and Promotion
 - The assessment and promotion of students at SJBSM has been charged to faculty and the evaluation and promotion committee.
 - Faculty and members of the evaluation and promotion committee are informed in advance of institutional policies regarding conflict of interest and non-involvement of health care providers in the selection, assessment and promotion of students.
 - Faculty and members of the evaluation and promotion committee are required to sign a disclosure attesting their knowledge of said policies.
- Disclosure
 - Faculty and/or preceptors are expected to review the list of students assigned to their courses or rotations in advance and disclose any perceived or actual conflict of interest pertaining to a student's assessments to the year coordinator.

- In the event that a faculty member or preceptor encounters a situation where they have inadvertently been involved in the selection, assessment, or promotion of a student who is receiving or received health services as a patient under their care, the faculty member or preceptor must inform the year coordinator and recuse themselves immediately from further assessment of the student.
- Students who have previously received health services from a physician who has been assigned to assess them in a course or rotation should immediately notify the year coordinator of a perceived or actual conflict of interest.
- Students who have inadvertently received health services from a physician who assessed them in a course or rotation should immediately notify the year coordinator. The assigned grade submitted by the faculty/preceptor will be reported to the registrar. In the event the student is not satisfied with the grade, the student may appeal the grade. (Refer to Grade Appeal Policy)
- SJBSM will not accept any medical certificates and/or excuses from enrolled students that has been issued by a faculty and/or family member.

Responsibility for implementation

The final responsibility for the enforcement of this policy rests in (Human Resources) (Academic Deanship), but responsibility for implementation and compliance with the policy is also shared by the department directors/ coordinators, and the deanship of student affairs.

The policy and procedures will be reviewed by the "Policy Review Committee" and revisions will be submitted to the President for approval.

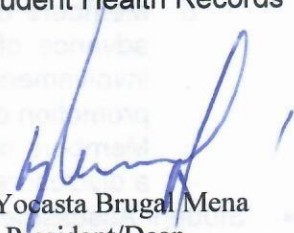
The dispositions contain in this Executive Order will be effective immediately.

Related documents and legislation

LCME 12.5 Providers of Student Health Services/Location of Student Health Records

History

Adopted: August 5, 2024



Dr. Yocasta Brugal Mena
President/Dean