**Conflict of Interest Disclosure and**

**Pledge of Confidentiality**

**in Residency Selection**

# CONFLICT OF INTEREST DISCLOSURE

The decisions of the Residency Program Committee (or Selection Subcommittee) regarding applicants for residency positions must be fair, transparent and not influenced by any personal, political, or financial factors.

A conflict of interest is present if individuals involved in resident selection may have an interest in the outcome (selection or rejection) other than the recruitment of the most qualified applicants.

# Faculty, staff or residents may not participate in any way in decisions affecting the selection of an applicant where a potential or actual conflict of interest has been identified arising from a close personal relationship or from circumstances other than a close personal relationship (for example, business interests).

* + Where an individual involved in resident selection becomes aware of a conflict of interest after the selection process is underway, they MUST inform the program director or delegate immediately.
	+ Where an individual is uncertain whether or not a conflict of interest exists, they MUST disclose that to program director or delegate prior to participating in meetings, file review or interviews.

If a conflict of interest is declared, the individual will be recused of involvement in resident selection for the duration of the existing conflict.

As a member of the resident selection team, you **must**

* + be able to fairly assess the ethical and professional attributes of all individuals of diverse backgrounds.
	+ adhere to all Western University and Schulich Medicine policies and other standards on ethical practices (including the Ontario Human Rights Code)
	+ perform your duties without bias or influence by any political or financial matters or mode of influence
	+ not be participating in residency application advising.

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# PLEDGE OF CONFIDENTIALITY

The resident selection process is confidential and members are expected to maintain the rule of confidentiality.

Prevention of unauthorized release of information is only possible through the goodwill and integrity of the individual members.

When the following information is discussed at any meeting, absolute confidentiality must be maintained:

1. ANY information related to individual applicants and/or particular circumstances related to the application including outcome
2. ANY information related to identification of the file review or interview team
3. selection procedures such as the establishment of criteria to proceed to an interview, including file review, and interview questions
4. position/rank of applicants in the rank order list

# DECLARATION

I, , (print name)

* Am not, to my knowledge, aware of anyone from a close personal relationship, e.g. friend, immediate family member (child, partner, sibling, close relative), who is applying to the Program this year.
* If no, please explain:
* Am not, to my knowledge, aware of anyone from another potentially influential relationship (e.g. co-worker, colleague, supervisor) who is applying to the program this year If no, please explain:
* Do not have any other potential conflicts of interest and will be able to perform my duties as outlined. If no, please explain:
* Will be able to wholly maintain confidentiality as related to selection process as outlined in section B.
* If no, please explain:
* Will declare promptly any conflicts of interest of which I become aware later.
* If no, please explain:

Signature: Date: