Non-Involvement of Healthcare Providers in Student Assessment and Promotion Policy

Policy Statement and Purpose

The Liaison Committee on Medical Education (LCME) has established a standard regarding the requirement of a medical school to ensure that health professionals providing services—including, but not limited to, psychiatric and/or psychological counseling—not be involved in the academic assessment or promotion of any student receiving those services. The LCME further requires medical schools to ensure any student health records are maintained in accordance with legal requirements and in a manner that supports student/patient privacy and confidentiality. The VCU SOM has established this policy to ensure compliance with these standards, outlining the responsibility of both the healthcare provider and student in identifying when a conflict exists, and defining a process that ensures healthcare providers rendering services to a student will not be involved in the academic assessment or promotion of the learner.

Stakeholders

The faculty, staff, students, and other healthcare professionals providing instruction and/or assessment at the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

Definitions

CD: Course/Clerkship Director, including Assistant/Associate/Co- Directors

Healthcare Services: Healthcare Services refers to all health services including, but not limited to, psychiatric and/or psychological counseling.

LCME: Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

Non-Involvement: Includes recusal from the academic assessment or promotion of a learner in instances where there has been a provision of healthcare services by the provider for that individual

Providers of Healthcare: This includes all faculty, staff, students, or other licensed professionals providing healthcare services.

UCS: University Counseling Services

USHS: University Student Health Services

VCU SOM: Virginia Commonwealth University School of Medicine.

Responsibilities

Students: Students have a responsibility to notify their healthcare provider, as well as the CD and Clerkship Administrator in the event that a potential conflict of interest exists. Medical students should not be involved in the provision of healthcare to fellow medical students.

Providers of Healthcare: Providers of healthcare are prohibited from evaluating academic performance or participating in current or future assessment or promotion decisions of any student for whom they have provided health care, including psychiatric/psychological care. Providers of Healthcare completing an assessment/evaluation form are required to certify that they have not been involved in providing health care to the student. Any provider of healthcare who provisions health services to a medical student must recuse themselves from any assessment, evaluation, and promotion discussion regarding that student.

Faculty: Faculty who act as Course/Clerkship Directors or who serve on the Promotion and Advancement Committee or Appeals Committee should refrain from seeing medical students as patients. This requires that they communicate with their service line leadership to make the patient access staff aware of this scheduling detail.

Procedures

Non-Involvement of Providers of Healthcare

Early Identification

- Students seeking care should identify themselves as VCU SOM medical students to healthcare providers to confirm providers are aware of their status as a student, and ensure the procedures within this policy are followed
- Prior to a course/clerkship, students should make the CD and/or Clerkship Administrator aware if they have a possible conflict of interest related to their role as a patient of a faculty member or resident physician who is scheduled to evaluate them
- Prior to the start of a course/clerkship, students who recognize they have been assigned to work with a faculty member or resident physician who has been a personal healthcare provider for the student must alert the CD or Clerkship Administrator that they have a conflict of interest
    - The CD/Clerkship Administrator is required to facilitate a change in evaluators for the student

    - Students will have the option to change course/clerkship location or may be assigned alternative evaluators depending on student preference
        - Confidentiality of health information must be maintained at all times
        - The student should only report they have a conflict of interest and is not required to provide any information on the healthcare services provided
- Prior to the start of a course/clerkship, faculty and resident physicians who recognize they have been assigned to work with a student for whom they have provided healthcare must alert the CD or Clerkship Administrator that they have a conflict of interest
    - The CD/Clerkship Administrator is required to facilitate a change in evaluators for the student
        - Confidentiality of health information must be maintained at all times
        - The faculty member/resident physician should only report they have a conflict of interest and is not required to provide any information on the healthcare services provided
- All faculty members and resident physicians must confirm they have not served as a healthcare provider for each student they assess by attesting to this on assessment forms they complete

Immediate Identification

- Students who identify a conflict of interest with a healthcare provider in the moment should immediately notify the CD or Clerkship Administrator
    - The CD/Clerkship Administrator will create a plan to remove the faculty, resident, or staff member from the assessment of the student

Non-Involvement of Students in Fellow Students' Healthcare

- Students cannot be placed in clinical sites that serve as campus designated clinics for student primary care or psychological/psychiatric care for the student body
    - This includes, but is not limited to, University Counseling Services (UCS) and University Student Health Services (USHS)
- Students must recuse themselves if they find themselves rotating on a service where a fellow student is seeking care
    - Students seeking care do not have the option of allowing peers to observe or participate in their healthcare

Non-Involvement of University Counseling Services/Student Health in Student Assessment and Promotion

- Healthcare providers working at UCS and USHS are prohibited from participating in the assessment and promotion of students

- Healthcare providers working at UCS and/or USHS will not hold membership on the Promotion and Advancement Committee, and will not serve in roles within the undergraduate medical education curriculum that would require them to participate in the assessment or promotion of students
- UCS and USHS maintain separate health record systems that are not accessible by the OME, other VCUHS providers, or medical students

Related Policies

Conflicts of Interest in Educational Settings Policy

Review Cycle and Revision History

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

Currently Approved Version: 03.12.2026

Previously Approved Versions: 01.26.2023

Applicable Laws, Regulations & Standards

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 12, Element 5