



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

POLICY AND PROCEDURES

Institutional Policy

Classification: Ethics and Integrity	Title: Conflict of Interest in Residency Programs
Approval Authority: Programs Administration Committee (PAC)	Implementation Authority: Vice Dean for Scientific Research and innovation
Effective Date: April, 2025	Supersedes: New
Latest Revision: New	Code:
Review Date: April, 2027	No. of Pages: 5

1. Purpose

To define, prevent, and manage conflicts of interest (COI) that may compromise fairness, objectivity, or integrity in the education, supervision, assessment, or progression of residents within the IAU postgraduate programs.

2. Scope

This policy applies to all individuals involved in residency training activities at IAU and KFHU, including but not limited to:

- Faculty.
- Teachers (Hospital staff).
- Program Directors.
- Residency and Postgraduate Program leadership and committee members.
- Examiners.
- Administrative staff.

3. Policy Statement

All individuals must proactively disclose any actual, potential, or perceived conflicts of interest related to resident training, assessment, or decision-making. Conflicts of interest must be appropriately managed or mitigated to uphold institutional integrity, resident trust, and accreditation standards. Non-disclosure or inappropriate management of conflicts will result in disciplinary action.

This policy applies to decisions related to resident selection, teaching, assessment, promotions, remediation, and appeals.

4. Definitions

4.1 Conflict of Interest (COI): Any situation where an individual's personal, financial, or professional interests could improperly influence, or be perceived to influence, their duties and responsibilities in residency education or decision-making. Examples include but are not limited to:

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- Supervising, mentoring, or evaluating a relative, spouse, close associate, family members, or non-blood related relatives living within the same household.
- Having financial or contractual relationships with training sites or third parties that may affect program operations or resident opportunities.
- Including Perceived conflicts of interest that include situations where it could be perceived, or appear to a reasonable person, that an staff member's personal interests could improperly or unduly influence the performance of their duties and responsibilities.

4.2 Disclosure: The act of declaring a known or potential conflict to appropriate authorities (Vice Dean for Scientific Research and Innovation office, Program Director, or PAC) to allow for appropriate management.

5. Responsibilities

5.1 All Program Personnel:

- Complete and submit an annual Conflict of Interest (COI) Declaration Form.
- Immediately disclose any new or emerging conflict that arises during the academic year.

5.2 Program Directors and Vice Dean for Scientific Research and Innovation (VDSRI) Office:

- Review all disclosures and determine appropriate actions to manage or eliminate the conflict.
- Ensure that individuals with a disclosed COI are excused from supervision, assessment, or decision-making involving the affected residents.

5.3 Programs Administration Committee (PAC):

- Review unresolved or complex COI cases.
- Make final determinations regarding necessary interventions.

5.4 Postgraduate Office:

- Maintain a secure and confidential Conflict of Interest Log documenting disclosures, reviews, and actions taken.

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6. Procedures

6.1 Annual COI Declaration:

- 6.1.1 All Residency Program members, examiners, teachers, and administrative staff must complete and submit a COI Declaration Form at the start of each academic year.
- 6.1.2 If a new COI arises mid-year individuals must disclose the situation within five (5) working days.
- 6.1.3 In high-stakes assessments (e.g., OSCEs, final exams), all assessors must be screened for COI with any examinee.

6.2 Management of Conflicts of Interest:

- 6.2.1 Individuals with a COI must not participate in any supervisory, evaluative, or decision-making roles related to the involved resident.
- 6.2.2 When necessary, alternative evaluators, supervisors, or committee members will be assigned.

6.3 Review and Resolution:

- 6.3.1 The Program Director or VDSRI Office will review disclosed conflicts.
- 6.3.2 If unresolved at the program level, the case will be referred to the PAC for formal review and final decision.
- 6.3.3 The outcome and actions will be formally documented.

6.4 Record Keeping:

- 6.4.1 All COI disclosure forms, correspondence, and resolution records will be securely stored by the PG Office for a minimum of five (5) years.

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7 Enforcement

7.1 Violation of Policy:

Failure to disclose a conflict of interest or to comply with COI management instructions constitutes professional misconduct

7.2 Sanctions:

Sanctions for violations may include:

- Formal reprimand
- Removal from teaching or assessment duties
- Removal from committee membership
- Revocation of evaluation or supervision privileges
- Other corrective actions deemed appropriate by PAC

7.3 Audit and Monitoring:

7.3.1 The PG Office will conduct annual audits of COI disclosures to ensure compliance and transparency.

7.3.2 Any trends or systemic risks identified will be addressed through training and policy refinement.

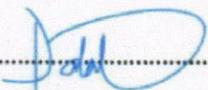
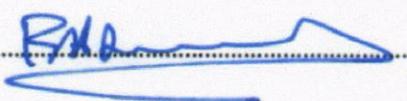


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