

7.0 ADMISSIONS COMMITTEE

7.1 ROLE

The purpose of the Admissions Committee is to select individuals for admission to the MD program in accordance with University and Faculty of Medicine regulations, and to make recommendations concerning admissions regulations to Faculty Council. The Admissions Committee, subject to approval by Faculty Council, has final authority for making decisions for entry into the MD program.

The Admissions Committee is a Standing Committee of the Faculty of Medicine and shall operate as per the terms and conditions outlined in Section 3.0 – “Standing Committees” of the Faculty’s procedural framework unless otherwise stated in these terms of reference. Section 3.0 provides information on the establishment of standing committees, accountability to Faculty Council, delegation to sub-committees, membership, etc. The Chair is responsible for ensuring the procedural framework is followed.

7.2 MEMBERSHIP

a) Elected Voting Members (27 members)

- i) 19 members of Faculty, elected for a five-year term, which shall include 3 members of Faculty whose primary geographic appointments are in New Brunswick and who participate in the Dalhousie Medical Education Program in New Brunswick and 3 members of Faculty whose primary geographical appointments are in Cape Breton and who participate in the Dalhousie Medical Education Program;
- ii) 4 second year medical students, nominated by the Dalhousie Medical Students’ Society and approved by the Assistant Dean, Admissions, and Director of Admissions, for a one-year term;
- iii) 1 member from a Faculty other than the Faculty of Medicine for a two-year term
- iv) 3 community members from outside the University, who are not members of the medical profession, for a two-year term.

The above membership should include a family physician, a psychiatrist, a research scientist, a practicing member of the legal profession, a member of the Maritime Indigenous community with priority for Mi’kmaq and Wolastoqey communities, and a member of the African Maritime community.

- b) **Term of Voting Members:** Faculty of Medicine voting members shall be appointed for 5-year staggered terms, except for medical student members who will be appointed for 1 year. Non-Faculty of Medicine members will be appointed for 2 years. Except for medical student members, Committee members may be appointed for additional terms.
- c) **Selection of Chair(s) of Admissions Committee:** The Chair(s) of the Admissions Committee is appointed by the Assistant Dean of Admissions and Director/Administrator of Admissions. The selected Chair must have a minimum of 2 years of experience and regular attendance on the Admissions Committee.
- d) **Ex Officio Voting Members**
 - i) Chair of the Admissions Committee from the previous year.
- e) **Ex Officio Non-Voting Members**
 - i) Assistant Dean of Admissions;
 - ii) Director/ Administrator of Admissions and Student Affairs; and

- iii) University Registrar, or designate.
- iv) Chair(s) of Indigenous Admissions Sub-Committee
- v) Chair(s) of Black Learners Admissions Sub-Committee
- vi) Chair(s) of Rural Applicant Admissions Subcommittee

7.3 RESPONSIBILITIES

The Admissions Committee is responsible for the following:

- a) Reviewing Faculty of Medicine admissions regulations annually and making recommendations for revisions to Faculty Council for approval
- b) Meeting on a weekly-biweekly basis during the Fall and Winter terms for the purpose of assessing applicant files for admission to the Dalhousie MD program in accordance with University and Faculty of Medicine regulations
- c) Making advanced standing admissions determinations
- d) Subject to the approval of Faculty Council, establishing sub-committees to assist the Admissions Committee in meeting its responsibilities
- e) Receiving reports and recommendations from sub-committees, and providing advice and assistance to them where required
- f) Undertaking other tasks related to its role as may be assigned by Faculty Council

7.3 CONFIDENTIALITY AND CONFLICT OF INTEREST

- a) Admissions Committee meetings are confidential. Admissions Committee members agree to sign a confidentiality agreement.
- b) The Committee will be guided by:
 - i) The Dalhousie University Conflict of Interest Policy at: https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/ConflictInterestPolicy.pdf and
 - ii) Dalhousie Medicine Admissions Conflict of Interest Guideline (see appendix to this section)

7.4 REPORTING

The Admissions Committee shall report annually to Faculty Council and shall report the annual selection of Chair of the Admissions Committee to the Chair of Faculty Council and to the Dean.

- a) Sub-Committees
 - i) The Indigenous Admissions Pathway Sub-Committee is a sub-committee of the Admissions Committee (approved by Faculty Council December 7, 2021). It is responsible for conducting a holistic review of each application submitted under the Indigenous Admissions Pathway and for recommending for or against the admission of Indigenous applicants to the undergraduate medical education program to the Admissions Committee. The subcommittee is also responsible for developing, implementing, and reviewing regulations pertaining to the Indigenous Admissions Pathway on an ongoing basis and make recommendations concerning Indigenous admissions regulations to the Admissions

Committee. The Co-Chairs of the Indigenous Admissions Sub-Committee shall submit all recommendations to the Chair(s) of the Admissions Committee and the Assistant Dean, Admission. Updates from the Indigenous Admissions Sub-Committee will be a standing agenda item for Admissions Committee meetings.

- ii) The Black Learners Admissions Sub-Committee is a sub-committee of the Admissions Committee. The overall purpose of the Black Learners Admissions Sub-Committee (“the sub-committee”) is to support the selection and admission of African Nova Scotian and Black students into the Dalhousie undergraduate medical education program. This is in keeping with our core values and commitment to education equity aimed at providing balanced representation of Black learners in Medicine and Black physicians in our Maritime communities. This will be achieved by working alongside the Admissions Committee throughout the admissions process of all students who self-identify as African Nova Scotian or Black. These students will be processed under the Black Learners Admissions Pathway (BLAP). The Chair(s) of the Black Learners Admissions Subcommittee shall submit all recommendations to the Chair(s) of the Admissions Committee and the Assistant Dean, Admission. Updates from the Black Learners Admissions Sub-Committee will be a standing agenda item for Admissions Committee meetings.
- iii) The Rural Applicant Admissions Sub-committee is a subcommittee of the Admissions Committee. The overall purpose of the Rural Applicants Admissions Subcommittee is to support the selection and admission of Nova Scotia applicants, with a commitment to Family Medicine and medical practice in rural Nova Scotia communities, into the Dalhousie undergraduate medical program at the Cape Breton Medical Campus. This subcommittee is responsible for reviewing Nova Scotia applications that have completed the Rural Applicant Pathway section and making recommendations for interview and offer. The subcommittee is also responsible for developing, implementing, and reviewing regulations pertaining to the Rural Applicant Admissions Pathway-CBMC on an ongoing basis and make recommendations concerning Rural Applicant admissions regulations to the Admissions Committee. The terms of reference of the Rural Applicant Subcommittee includes representation from Dalhousie Medicine Faculty and Cape Breton University. A minimum of 3 General Admissions Committee members will be cross appointed to the Rural Applicant Admissions Committee.

APPENDIX – Guidelines for the Application of Dalhousie University’s Policy on Conflict of Interest by Members of the Faculty of Medicine Admissions & Interview Committees

Purpose

Dalhousie University’s Policy on Conflict of Interest (the “Policy”) (https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/ConflictInterestPolicy.pdf) applies to the Admissions and Interview Committees of the Faculty of Medicine. The purpose of these Guidelines is to assist those Committees apply the Policy to their activities.

Identifying Potential and Actual Conflicts of Interest

Under the Policy, “a conflict of interest exists where there is a potential or actual divergence between the personal interests of a university member and that member’s obligations to uphold the interests and mission of the university.”

When determining whether a potential or actual conflict of interest exists, Committee Members must consider whether an impartial observer would reasonably question whether actions or decisions by a Committee Member may be influenced by that Member’s (or a closely associated person to that Committee Member’s) personal, private, or financial interests.

A. Conflicts of Interest Involving Committee Members Themselves

The Faculty of Medicine’s Admissions Office takes the view that a conflict of interest exists, without limitation, in situations where a Committee Member is:

- related by blood, marriage, adoption or familial relation to the applicant;
- in or has been in a significant teaching or social relationship with the applicant;
- has been identified as a verifier/reference in support of the applicant’s application;
- in a significant social relationship with someone who is related to the applicant; or
- where a conflict of interest relating to the applicant and the Committee Member has been previously identified.

B. Conflicts of Interest Involving Closely Associated Person to a Committee Member

The Faculty of Medicine’s Admissions Office takes the view that a conflict of interest may exist, without limitation, in situations where someone related to a Committee Member by blood, marriage, adoption, or common law marriage or is otherwise in an intimate personal relationship with the Committee Member is:

- related by blood, marriage, adoption or familial relation to the applicant;
- in or has been in a significant teaching or social relationship with the applicant;
- has been identified as a verifier/reference in support of the applicant’s application; or
- in a significant social relationship with someone who is related to the applicant;

Disclosing Potential or Actual Conflicts of Interest

If a Committee Member identifies a potential or actual conflict of interest, they are required to take the following steps:

- (1) If a Committee Member is aware of an applicant who is related to them by blood, marriage, adoption or familial relation, they must withdraw from the Admissions or Interview Committees for that admissions cycle.
- (2) Except for those circumstances captured under (1) above, if a Committee Member is aware of an applicant falling within any category listed in “A. Committee Members Themselves” above, the Committee Member shall immediately disclose any actual or potential conflict of interest, including all pertinent information, to the Assistant Dean, Admissions or Director, Admissions. Unless otherwise directed by the Assistant Dean, Admissions, that Committee Member will not review that applicant’s file, interview or rank that applicant, or be present when that applicant’s file is discussed. In the event that the potential or actual conflict of interest is only discovered upon entering an interview room, the Committee Member must excuse themselves from the interview.

- (3) Except for those circumstances captured under (1) and (2) above, if a Committee Member is aware of an applicant falling with any category listed in “B. Individual Related to a Committee Member”, the Committee Member shall immediately disclose any actual or potential conflict, including all pertinent information, to the Assistant Dean, Admissions or Director, Admissions. The Committee Member will not review that applicant’s file, interview or rank that applicant, or be present when that applicant’s file is discussed until such time as the Assistant Dean, Admissions has had the opportunity to determine if a conflict of interest exists and how the conflict of interest will be handled. In the event that the potential or actual conflict of interest is only discovered upon entering an interview room, the Committee Member must excuse themselves from the interview.
- (4) If a Committee Member is unsure whether a conflict of interest exists, they should discuss the situation with the Assistant Dean, Admissions or Director, Admissions or designated representative.