

# THE UNIVERSITY OF BRITISH COLUMBIA



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Dean of Medicine, Dr Gavin Stuart  
The University of British Columbia  
Woodward IRC Rm 317  
2198 Health Sciences Mall  
Vancouver, BC V6T 1Z3

November 7, 2006

**Re: COI/COC FoM Internal Process**  
**Dean's COI/COC Review Committee**

Dear Gavin:

Our offices have been working together through Dorothy Shaw and Kent Ashby to implement the online Conflict of Interest and Conflict of Commitment filing system and to establish an internal process within the Faculty of Medicine for the assessment of Conflicts of Interest appropriate to your faculty. This process has led to the establishment of a Dean's committee for the faculty level review of Conflict of Interest and Conflict of Commitment declarations of administrative heads and of declarations referred by the first level of reviewers. You have charge of establishing the appointments to and the terms of reference of that committee.

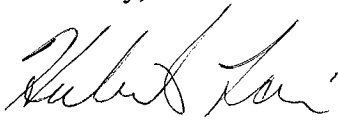
We are now able to formalized this faculty-specific internal process in keeping Policy #97 - *Conflict of Interest and Conflict of Commitment* at section 9.1 to complete the consultation between you, as the Dean, and me as University Counsel. I confirm that:

- 1) In the Faculty of Medicine, the Dean, in consultation with the Office of the University Counsel, has established an internal process that designates a process commencing with a disclosure to Initial Reviewers who are the administrative heads, or their delegates, of departments or divisions as agreed, from time to time, between the Dean and the Office of the University Counsel. Referral from that Initial Review level is to a Faculty of Medicine internal review committee appointed by the Dean. The Dean, or designate, chairs this committee.
- 2) The chair of the Faculty of Medicine internal review committee may assign disclosures to committee member(s) for review of the declarations made in order to obtain approval. This assignment, by default, will be to review and report to the committee but the chair may invest a committee member(s) with the authority to approve activities in a disclosure declaration as a delegate(s) of the committee. At all times before a decision is made the Dean may personally step in to act as the reviewer and approver.
- 3) If the Dean, the Faculty of Medicine internal review committee, or their delegate(s) believe that further review is required before a decision can be made with respect to a disclosed activity in a declaration, then the report will be forwarded to the University's COI committee. The Member whose disclosure is under review may also refer their

disclosure declaration to the University's COI Committee as a final appeal on a conflict of interest matter. Review of Conflict of Commitment matters remain at the faculty level and are not considered by the University COI Committee.

The Policy permits Initial Reviewers to approve Conflicts of Commitment so that the first reviewer should generally decide but it is not inconsistent with the Policy for you, as Dean, or your committee to be referred and review declarations concerning Conflict of Commitment.

Sincerely,

A handwritten signature in black ink, appearing to read "Hubert Lai", written in a cursive style.

Hubert Lai  
University Counsel  
The University of British Columbia

cc: Dr. Dorothy Shaw, Senior Associate Dean, Dean's Office Faculty Affairs  
Kent Ashby, Legal Counsel