



Faculty of Medicine

Interview Committee - Procedures

Office of Administrative Responsibility:	Admissions Office
Approver:	Assistant Dean for Admissions
Date:	May 2018

Overview

The Interview Committee is an advisory committee of the Admissions Committee, which is a standing committee of Faculty Council.

Purpose

To assist the Admissions Committee in interviewing applicants who are applying to the Doctor of Medicine (M.D.) program in the Faculty of Medicine (FoM) at Memorial University of Newfoundland (Memorial). The Interview Committee has a diverse membership with representation from faculty, medical students, medical residents, university members, and community members including Aboriginal members and members from rural regions.

Procedures

- Letters of invitation are sent out in July to recruit interviewers for the upcoming admissions cycle.
- All new members must complete the interview course developed by the Admissions Committee.
- Any member of the Committee:
 - Related by blood or adoption to the applicant or legal guardian of the applicant;
 - Is or has been related by marriage or common-law marriage to the applicant;**must withdraw** from the Interview Committee.
- All members must review and be in compliance with the “**Conflict of Interest Policy**”.
- All members must sign a “**Statement of Confidentiality**” on or before interview day.