POSTGRADUATE MEDICAL EDUCATION

SCHULICH SCHOOL OF MEDICINE AND DENTISTRY

SELECTION POLICY

Approved by PGME Committee: October 14, 2020
Approved by ECSC: November 6, 2020
Date of Next Scheduled Review: 2023

Preamble:

The General Standards of Accreditation for Institutions with Residency Programs requires central policies that address resident selection. (Standard 5.1.1.). Resident selection is a responsibility of each individual post-graduate training program; the mandate of each Residency Program Committee or subcommittee includes resident selection (General Standards of Accreditation for Residency Programs 1.2.2.3).

Purpose:

This policy sets out the requirements for resident selection to a postgraduate medicine training program at Schulich School of Medicine and Dentistry.

Policy References:

- *College of Family Physicians of Canada Standards of Accreditation*
- *Royal College General Standards of Accreditation for Residency Programs*
- *Ontario Human Rights Code*
- *Western Non-Discrimination/Harassment Policy*
- *CaRMS Match Policies*
- *CaRMS Match Violation Policy*
- *Best Practices in Applications and Selection*

Principles:

1. Resident selection is the responsibility of each individual post-graduate training program. The Resident Program Committee (or designated Selection Subcommittee) should determine resident selection criteria and the process to be followed when reviewing applications.
2. Postgraduate medicine training programs may consider a range of criteria in making decisions.
3. All programs must respect published national dates and deadlines for applications, interviews, file review and timing of offers. Programs must adhere to CaRMS match policies and be aware of the CaRMS Match Violations Policy.

4. Programs must consider and value applicants with a broad range of clinical experiences and should not expect or over-emphasize demonstration of numerous electives in one discipline or at their local site.
5. The selection process must be fair, open and transparent. Selection criteria should promote equity, diversity and inclusion principles and be free of inappropriate bias and respect the obligation to provide for reasonable accommodation needs where appropriate. Interviewer training in implicit bias is strongly encouraged.

Best Practices in Applications and Selection

Adapted from Best Practices in Applications and Selection

Program Goals
- Annually the Program Director and the Residency Program Committee should review the goals of the residency program, considering factors such as the mission and vision of the Schulich School of Medicine and Dentistry, the division/ department, local resources, human resource trends and specialty-specific changes in practice.
- Selection criteria and processes should reflect the residency program's clearly articulated goals.

Selection Criteria and Processes
- Selection criteria and processes should reflect a balance of emphasis on the CanMEDS competencies.
- Selection criteria should be as objective as possible, and defined ahead of the applicant discussion and ranking.
- Key criteria for initial filtering, file review, interviews and ranking should be transparent, usually by program description posting on the CaRMS and program websites.
- These criteria must also be communicated to individuals involved in the selection process.

Initial Filtering and File Review
- Initial filtering may be carried out by the Program Director or a small working group and be based on predetermined criteria for application evaluation.
- Criteria and process for the file review should be clearly communicated to the reviewers, and individual file review should be performed by more than one reviewer.

Interviews
- Criteria, definitions, and weighting should be communicated to interviewers prior to interview. The interview questions should be designed to further inform the program about the applicant's suitability for the program and CanMEDS competencies.
- Individual applicants should be interviewed by more than one person.
- Interview questions must respect applicant rights intended to ensure all individuals have equal employment opportunities without regard to: race, colour, national or ethnic origin, religion, age, family or marital status, a pardoned conviction, disability, sexual orientation or gender identity.

Ranking
- Information used to rank applicants should include information derived from multiple objective and independent assessments.
- Information should only be based on information and sources of information that applicants have been explicitly told will be considered.
- The selection criteria including item ranking and process of rank order determination should be communicated to the committee members prior to ranking discussion.
- Programs must establish clear criteria for determining 'do not rank' status.

Conflict of Interest
- Any individual involved in the selection process must declare any potential conflict of interest to the Program Director before participating in any part of the selection process.

Confidentiality
- Confidentiality must be respected and maintained for applicant identity, file contents, discussion, and decisions related to the resident selection and ranking process.

Residents and Fellows
- Residents and fellow may be involved in any part of the resident selection process and must abide by rules governing conflict of interest and confidentiality.

Maintenance of Records
- Notes (written or electronic) created during the candidate selection process should be destroyed in a secure and confidential manner as soon as they have served their purpose.
- If an applicant is admitted to a Schulich Medicine residency position, the application file will form part of the University registration file and will be permanently retained. For all other applicants, including those not interviewed, their application files should be kept by the programs in a secure location for one year; after that time the files must be destroyed unless there is a specific legal reason for longer retention (such as anticipated or ongoing litigation), but thereafter should be held for one year following last use.