

## POSTGRADUATE MEDICAL EDUCATION

### SCHULICH SCHOOL OF MEDICINE AND DENTISTRY

### SELECTION POLICY

**Approved by PGME Committee:** May 8, 2024

**Approved by JCS:** June 14, 2024

**Date of Next Scheduled Review:** 2027

#### **Purpose:**

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

#### **Applicable Standards:**

General Standards of Accreditation for Institutions with Residency Programs:

- Indicator 5.1.1.1: The central policies and processes that address resident selection, assessment, formal remediation, and appeals are regularly reviewed, transparent and effectively applied.

General Standards of Accreditation for Residency Programs:

- Indicator 1.2.2.3: The mandate of the residency program committee includes planning and organizing the residency program including selection of residents, educational design, policy and process development, safety, resident wellness, assessment of residency progress, and continuous improvement.
- Requirement 6.1.1: There are effective, clearly defined, transparent, formal processes for the selection and progression.

General Standards of Accreditation for Area of Focused Competence (AFC) Programs:

- Indicator 1.2.2.3: The mandate of the residency program committee includes planning and organizing the residency program including selection of residents, educational design, policy and process development, safety, resident wellness, assessment of residency progress, and continuous improvement.
- Indicator 5.1.1.1: Processes for trainee selection are effectively applied, transparent, and aligned with applicable central policies.

#### **Policy References:**

- [College of Family Physicians of Canada Standards of Accreditation](#)
- [Royal College Standards of Accreditation for Residency Programs](#)
- [Royal College Standards of Accreditation AFC Programs](#)
- [Ontario Human Rights Code](#)
- [Western Non-Discrimination/Harassment Policy](#)
- [CaRMS Match Policies](#)
- [CaRMS Match Violation Policy](#)
- [Best Practices in Applications and Selection](#)
- [Resident and Trainee Selection Guidelines to Promote Equity, Diversity and Inclusion](#)
- [Bias in Postgraduate Trainee Selection Module](#)

### Principles:

1. Resident and AFC trainee selection is the responsibility of each individual postgraduate training program. The Resident or AFC Program Committee (or designated Selection Subcommittee) should determine resident or AFC trainee 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. Internationally sponsored trainees may have national selection dates; failure to adhere to national dates (for example by providing early offers either verbally or in writing) may result in a loss of training positions.
4. Residency programs must adhere to CaRMS match policies and be aware of the CaRMS Match Violations Policy.
5. 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.
6. The selection process must be fair, open and transparent. Selection criteria should promote equity, diversity and inclusion principles, 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

- The Program Director and the Program Committee should review the goals of the program annually, considering factors such as the mission and vision of the Schulich School of Medicine and Dentistry, the mission of the division/ department, local resources, human resource trends and specialty-specific changes in practice.
- Selection criteria and processes should reflect the residency or AFC 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 must be defined prior to discussion of applicants 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.
- Programs may consider a range of criteria in making their selection decisions for interviews including but not limited to: Medical School Performance Report (MSPR), scores on standardized tests, reference letters, research experience, other scholarly activities, volunteer and community outreach activities, evidence of interest or aptitude for the discipline, extracurricular activities, and personal letters or statements.

#### 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.
- A standardized rubric must be used for file review.

### **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 the applicant rights and be 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 and gender identity.

### **Ranking**

- Information used to rank applicants should include information derived from multiple objective and independent assessments.
- The selection criteria including item ranking and process of rank order determination should be communicated to the committee members prior to ranking discussion.
- Ranking must be based on the assessment of the applicant, and not on the perception of where the candidate will rank the program.
- Programs must establish clear criteria for determining 'do not rank' status.

### **Conflict of Interest**

- To mitigate selection bias, 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.
- A signed conflict of interest and confidentiality form is encouraged for all individuals involved in the selection process.

### **Confidentiality**

- Confidentiality must be respected and maintained for applicant identity, file contents, interview questions and scoring, discussion, and decisions related to the resident or AFC trainee selection and ranking process.
- Applicants who have been offered interviews should be informed of the expectation that the interview will not be recorded in any way, and that the interview questions are confidential and not to be shared or distributed. This information may be included in the interview offer letter or provided at the beginning of the interview during introductions.

### **Residents, AFC Trainees and Fellows**

- Residents, AFC trainees, and fellows may be involved in any part of the resident or AFC trainee 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 or AFC 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. Note: All CaRMS applications are kept by CaRMS indefinitely.
- Application files can only be used for the reason they were collected and may not be used for any other purpose.