

## NEPHROLOGY FELLOWSHIP TRAINING PROGRAM- WESTERN UNIVERSITY

### TRAINEE SELECTION PROCESS

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**Revised: April 17, 2023**

**Reviewed and approved by RPC Committee: December 14, 2021**

**Next Scheduled Review Date: December 2024**

The purpose of this policy is to set out and provide requirements for the selection of residents/trainees to the postgraduate nephrology training program at Schulich School of Medicine and Dentistry. Outlined below are clearly defined and transparent processes regarding resident trainee selection.

#### **Policy References:**

[General Standards of Accreditation for Residency Programs](#)

[The Ontario Human Rights Code | Ontario Human Rights Commission](#)

[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](#)

#### **SELECTION VIA CaRMS**

- The Nephrology Fellowship Training Program at UWO accepts up to five PGY 4 residents each academic year as decided upon by the Program Director, PGME office, and capacity.
- CaRMS candidates apply via CaRMS website prior to the cutoff date, which is mid to late August.
- 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 is respected and maintained regarding applicant identity, file contents, interview questions and scoring, discussion, and decisions related to the resident.

#### **SCHEDULING INTERVIEWS**

- The Program Director/Program Assistant will access CaRMS website to print off a list of candidates and their applications when made available. Each candidate is contacted with an interview date and time. However, it is not mandatory that every candidate be given an interview.

- When applicants are offered an interview via email/letter, they will be informed that the interview will not be recorded in any way and that the interview questions are confidential and are not to be shared or distributed.
  
- The Program Assistant will co-ordinate interview dates with the other Nephrology Programs nationally to ensure that there are no conflicts.

### **PRINCIPLES FOR SELECTION CRITERIA**

- A standardized interview process is used by an interview panel consisting of the following interviewers:
  - Chair of the Division of Nephrology
  - Program Director
  - Associate Program Director
  - Research Lead
  - Nephrology Resident Chief (s)
  
- In person Interviews are conducted in a private conference room, free from intimidation.
- When deemed necessary, interviews may be carried out virtually through Skype or ZOOM. The Program Assistant will ensure that virtual interviews follow the same guidelines as an in-person interview.
- Interviews are set for 20-30 minutes with a 5-10-minute break between interviews.
- A standard template is used that consists of a set of standardized questions to objectively assess eligibility criteria for the Nephrology Program.
  
- Interest in Nephrology as primary Career - 5
- Interest in Western Nephrology - 5
- Letters of reference – 10
- Research in Medicine - 5
- Other scholarly activities (example- volunteer and community outreach activities)- 5
- Personal letter- 5
- Overall impression - 10
  
- Interview questions respect the applicant's rights and are 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 PROCESS**

- Ranking is based on the assessment of the applicant, and not on the perception of where the candidate will rank the program.

- At the end of the interview day, the panel discusses and reviews the performance and overall score of each applicant.
- Complete score of individual candidates is tallied at the end of the interview day and a formal ranking sheet is compiled by the Program Director. Candidates are ranked from 1 onward, 1 being first selection.
- Once the candidates have been ranked, the Program Director or Program Assistant will enter this information into the Rank Order List (ROL) on the CaRMS website for submission.
- Matched residents are revealed to each sub specialty program early November. A welcome letter is sent to those who will be joining the program the following year.

### **REASONS NOT TO RANK AN APPLICANT**

A decision to not rank an applicant is made when, based on their interaction during the interview, the panel collectively feels that:

- The applicant appeared uninterested, uninformed or arrogant
- The applicant demonstrated complete lack of professionalism
- The applicant displayed an extremely laid back attitude, too much/too little/unfriendly personality, and inability to connect with the patient population and therefore, would not fit well with the team and goals of the program
- Red flags were highlighted on the applicant's reference letters or transcripts

### **EQUALLY RANKED APPLICANTS**

The following "tie-breaking" principles are used to decide inter-se merit among applicants having the same overall score:

- The applicant demonstrating commitment and dedication to Nephrology at Western by a) having done an elective at Western and /or b) involvement in a research project with Nephrology at Western will be ranked higher.
- In case where the scores are still equal, the applicant securing more points under "research" credentials on the scoring sheet will be ranked higher.
- In case where the scores are still equal, the applicant felt to be a better "fit" to our Program will be ranked higher. 'Fit' refers to an applicant's ability to make a positive contribution to the program environment

**SELECTION FOR INTERNATIONALLY SPONSORED TRAINEES (ISTs)**

**(INCLUDES INTERNATIONALLY SPONSORED RESIDENTS (ISRs) AND INTERNATIONALLY SPONSORED FELLOWS (ISFs))**

- ISR/ISF applicant acceptance into the Nephrology Fellowship Training Program at Western University depends upon program capacity in any given year and intake through CaRMS.
- 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 is respected and maintained regarding applicant identity, file contents, interview questions and scoring, discussion, and decisions related to the resident.

**PRINCIPLES FOR SELECTION CRITERIA**

- A standardized interview process is used by an interview panel consisting of the following interviewers:
  - Chair of the Division of Nephrology
  - Program Director
  - Associate Program Director
  - Research Lead
- Applications received for Internationally Sponsored Residents/Fellows during the year, either in office directly, or through the PGME office will receive a letter of receipt outlining information and documentation that is required (CV, reference letters, funding, citizenship status etc.) to process their application. Once all required information is received and reviewed, an interview will be scheduled. However, it is not mandatory that every candidate be given an interview.
- The interview panel will meet 2-3 times throughout the academic year to review these applications using a standardized template, as below.
  - Interest in Nephrology as primary Career – 5
  - Interest in Western Nephrology – 5
  - Letters of reference – 10
  - Research in Medicine - 5
  - Other scholarly activities (example- volunteer and community outreach activities)- 5
  - Personal letter- 5
  - Overall impression- 10
- Interview questions respect the applicant's rights and are 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.

### **SCHEDULING INTERVIEWS and RANKING PROCESS**

- Applicants will be interviewed in person, via Skype, ZOOM or phone. This will be decided upon on an individual basis. Interviews will be scheduled at a convenient time based on when the application is received and when interviewers are available.
- When applicants are offered an interview via email/letter, they will be informed that the interview will not be recorded in any way and that the interview questions are confidential and are not to be shared or distributed.
- If the interview is conducted in person, the interview process will follow the same structure as a CaRMS interview.
- If the interview is conducted via Skype, ZOOM or on the telephone, in addition to overall assessment questions, applicants will be presented with standardized clinical scenarios to assess their competency in clinical knowledge, reasoning, and decision-making.
- Interviews are set for 20-30 minutes with a 5-10-minute break between interviews.
- In some cases, applicants will be asked to do an elective at Western University to better understand their skills and capabilities. The PGME office will need to be notified well in advance to allow sufficient time for paperwork to be processed.
- ISR letters of offer to train within our program must be sent **after** the CaRMS match day. All acceptance offers will be sent to the applicants on a conditional basis that they meet the requirements set out by the PGME office. The Nephrology Program office will send a NOTA (notice of training appointment) along with Goals and Objectives to the PGME office. Once approval has been granted from the Dean of Postgraduate Medical Education, the applicant will be informed via letter from their office.