

ABPS Fellow Recruitment & Selection Policy

Wisconsin Northern & Central GME Consortium (WiNC)

Program Director Approval:	09-01-2023
DIO/WiNC Approval:	09-05-2023
Last GMEC Review Date:	10-19-2023

Scope

This policy pertains to all American Board of Physician Specialties (ABPS) WiNC-sponsored fellowship programs.

Purpose

To establish fair, equitable, and consistent guidelines for ABPS fellow recruitment and selection.

Policy Guidelines

Qualification of Applicant

Qualified applicants will;

1. be at least a third-year resident in good standing or a recent graduate (2-3 years post-residency) of an AOA/ACGME accredited family medicine residency or primary care specialty,
2. be a citizen or permanent resident of the United States,
3. have or be eligible for a WI license and DEA certificate by the start of the fellowship.
4. have relevant certifications (such as ALS, PALS, ATLS, etc)
5. provide a copy of a current resume,
6. provide three letters of recommendation, and
7. provide a personal statement regarding your career goals.

Application Review & Selection Process

1. Each application must be complete before consideration for the position.
2. Each application will be reviewed by the Fellowship director and Fellowship Committee. The local Program Director will oversee all applications received by the program and will first be screened to determine how well the applicant meets the requirements outlined above.
3. Commitment to non-discriminatory practices: Selection of fellows will be based solely on program related criteria such as academic credentials and appraisal of skills and abilities applied equally to all applicants. WiNC and each of its programs are committed to a resident interview and selection process that does not discriminate on the basis of sex, race, age, religion, color, national origin, disability, veteran status, sexual orientation, or any other applicable legally protected status. Those participating in any part of the fellow recruitment and selection process, will be informed by the Program Director or his/her designee about the importance of this, potential legal implications, and provided examples of discriminatory and non-discriminatory practices and interview questions.
4. Interviews will be offered to qualified candidates by Director and Committee.
5. Completed applications will be considered until positions are filled for the upcoming training year.
6. Offers of position to qualified candidates will not be made before October 1st.
7. Offers will have to be signed and accepted within 72 hours of the offer unless an exception is granted by Fellowship director and committee.

8. The applicants must agree to have finished Residency and be Board eligible in their specialty.
9. Applicants are required to have a WI medical license and DEA prior to the start of the fellowship. The applicants must make every effort to complete Board certification in specialty before being allowed to sit for ABPS Boards after completion of Fellowship
10. Applicants must agree to submit application for WI medical license and DEA in timely manner to have before beginning Fellowship in August. They must regularly inform the Fellowship office on the progress in obtaining these documents. Applicants are required to have a WI medical license and DEA prior to the start of the fellowship.

Responsibilities

The WiNC Graduate Medical Education Committee is responsible for:

1. Overseeing that programs check academic credentials of those who are interviewed according to the standards set above.
2. Ensuring that each applicant has received information regarding the conditions, and benefits of employment, eligibility and selection policies approved by the GMEC, and other items as may be required by the regulatory organizations.
3. Ensuring that programs follow their defined process as listed above.

Local Program Directors are responsible for:

1. Providing oversight for the development of fellow selection procedures for their local program.
2. Ensuring that fellows selected for their program meet eligibility requirements.
3. Providing each applicant with information regarding the conditions, and benefits of employment, eligibility and selection policies approved by the GMEC, and other items as may be required by the regulatory organizations.
4. Providing oversight for educating faculty, fellows and staff who meet with applicants, about successful interview techniques, appropriate and inappropriate interview questions, importance of non-discriminatory practices, and local program and statewide policies for fellow eligibility and selection.
5. Providing oversight for the development of tools to facilitate fair and equitable selection processes and procedures in their local program.

For GMEC ACGME Reference:

ACGME Institutional Requirements (2022)

IV.B.1. Resident/Fellow Appointments: The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable) and must monitor each of its ACGME-accredited programs for compliance. ^(Core)

IV.B.3. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointments. ^(Core)

IV.B.3.a). Information that is provided must include:

IV.B.3.a).(1) stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows; ^(Core)

IV.B.3.a).(2) institutional polic(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence; and, ^(Core)

IV.B.3.a).(3) health insurance accessible to residents/fellows and their eligible dependents. ^(Core)