

Resident Recruitment & Selection Policy

Wisconsin Northern & Central GME Consortium (WiNC)

Initial GMEC Approval:	9-25-2019
Last GMEC Review Date:	4-21-2022

Scope

This policy pertains to all WiNC-sponsored residency programs. This policy does not apply to ABPS fellows.

Purpose

To establish fair and equitable guidelines for resident recruitment and selection, and to ensure compliance with the Accreditation Council for Graduate Medical Education (ACGME), including Osteopathic Recognition Requirements and the National Resident Matching Program (NRMP).

Policy Guidelines

1. Application Guidelines

- a. For PGY-1 positions: Applicants interested in a PGY-1 position are required to apply through the Electronic Residency Application Service (ERAS). Allopathic and Osteopathic students must participate in the National Resident Matching Program (NRMP). Applicants must complete the following documentation and submit it through ERAS:
 - i. MyERAS application form
 - ii. Personal statement
 - iii. At least three letters of recommendation
 - iv. Medical school transcript
 - v. Medical School Performance Evaluation (Dean's letter)
 - vi. USMLE or COMLEX transcript
 - vii. Curriculum Vitae
 - viii. Photograph (optional)
 - ix. Applicants from an international medical school must also submit a current ECFMG status report with their ERAS application if available upon application, and are required to provide a copy of their current ECFMG certificate if selected by a WiNC-administered program, prior to the first day of appointment.
- b. For PGY-2 and PGY-3 positions, and other resident positions outside of a Match: Applicants should directly contact the program(s) in which he/she is interested. Applicants are required to submit the items outlined above as for PGY-1 positions, and other items as outlined by the local program and Resident Transfers To and From a WiNC Program Policy which may include:
 - i. A letter from his/her current/former residency program director(s) if applicable
 - ii. A signed release of information form allowing the program to make contact with current/former residency program directors
 - iii. A signed release of information allowing the program to access other information pertinent to the application, including, Milestones
 - iv. Additional items as designated by the local program
- c. Applicants who are offered and present for an interview with a WiNC sponsored program will acknowledge receipt of selected program and ACGME expectations and their willingness to comply with them and all program policies should they match with the program.

2. Resident Selection Process Guidelines

- a. NRMP adherence: WiNC sponsored programs select residents through the NRMP (unless an NRMP exception is provided), follow all NRMP policies, and adhere to the Match Communication Code of Conduct.
- b. Eligibility and application: For consideration of a resident position in a WiNC-administered

program, applicants must apply as described above, and must meet eligibility requirements as outlined in the Qualifications of Applicants Policy.

- c. Commitment to non-discriminatory practices: Selection of residents 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 resident 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.
 - d. Screening for eligibility: With oversight by the local Program Director, all applications received by the program will first be screened to determine how well the applicant meets the requirements outlined in the Qualifications of Applicants Policy.
 - e. Selection of applicants to interview: Applicants fully meeting eligibility requirements will be reviewed with preference given for an interview to applicants who:
 - i. Graduated from medical school within the last five years
 - ii. Have had a minimum of three months formal clinical experience and preceptor evaluations in the United States or Canada that is relevant to the specialty. Specifically, research or observerships do not qualify as clinical experience.
 - iii. Possess excellent written and oral communication skills
 - iv. Have an undergraduate or graduate degree from a school in the United States
 - v. Have meet other additional selection preference criteria as may be developed by the local programs.
3. Evaluation and Ranking or Selection of Applicants
- a. Several individuals, including faculty, residents and staff, will meet with and/or formally interview resident applicants.
 - b. Programs must also check academic credentials of those who are interviewed according to the standards set in the Qualifications of Applicants Policy and any local program criteria.
 - c. Applicants will be evaluated, and ranked or selected for a resident position, on the basis of residency program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Evaluative input should be solicited from faculty, residents, and staff who met with and/or interviewed the applicant. Local programs are encouraged to develop written evaluation and ranking tools.
4. Other Policy Guidelines
- a. Local program, guidelines, and / or tools: Each program is encouraged to have written guidelines, consistent with this institutional policy that outline:
 - i. Applicant screening procedures
 - ii. Criteria for screening and selecting applicants for an interview
 - iii. System for evaluating applicants who are interviewed at their program
 - iv. Process for checking credentials of interviewed applicants
 - v. Process and criteria for ranking applicants for their program and preparing the match list
 - vi. Process for selecting residents outside of the NRMP match at their site
 - b. Programs are also encouraged to develop tools to ensure fair and equitable selection, such as: sample interview questions or guides, tips for successful interviewing, screening forms, interview evaluation forms, credential check form, ranking criteria, among other tools that may be helpful for the program.
5. Osteopathic Applicants: For programs with Osteopathic Recognition, the Program specific Osteopathic Education Director will be kept informed of osteopathic applications, interviews, and selections by each

local program. Additionally, the Director of Osteopathic Education and/or designee(s) will be involved in interviewing and evaluating osteopathic applicants, if requested by the individual program.

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 in the Qualifications of Applicants Policy and any local program criteria.
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 several individuals, including faculty, residents and staff, meet with and/or formally interview resident applicants.
4. Ensuring that each program has systems in place for resident recruitment and selection consistent with this policy. This will be accomplished by:
 - a. Information gathered during reviews as determined by the GMEC
 - b. Periodic review of program systems at GMEC meetings
 - c. Reports as requested
 - d. Staying current on selection requirements of the ACGME, including Osteopathic Recognition Requirements and NRMP policies and expectations.

Local Program Directors are responsible for:

1. Providing oversight for the development of resident selection procedures for their local program.
2. Ensuring that residents selected for their program meet eligibility requirements as determined by the GMEC.
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, residents 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 resident eligibility and selection.
5. Providing oversight for the development of tools to facilitate fair and equitable selection processes and procedures in their local program.

References

1. Qualification of Applicant Policy
2. Resident Transfers To and From a UW WiNC Program Policy
3. Local program resident selection policies
4. ACGME website – <http://www.acgme.org> (2022).
5. NRMP website – <http://www.nrmp.org>

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)