

# POLICY



**Title: Resident Selection Criteria  
and Process**

**Department: Residency Program**

**Effective Date: 10/26/18**

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- I. **SCOPE:** All applicants for Providence St. Peter-Summit Pacific Rural Family Medicine Program resident positions.
- II. **PURPOSE:** To assure a systematic and consistent process of recruiting and screening of applicants for the Providence St. Peter-Summit Pacific Rural Family Medicine Program resident positions.
- III. **POLICY:** All applications for positions to the program are made using the Electronic Residency Application Service (ERAS). All applicants applying for rural family medicine residency positions will submit complete copies of ERAS applications and will be subject to credentials verification through Summit Pacific Medical Center Medical Staff Services.
- IV. **PROCEDURE/REQUIREMENTS OF POLICY:**
  1. Eligibility
    - a. Minimum eligibility criteria for consideration by the program include:
      - i. Graduation from a World Health Organization (WHO) approved medical school AND
      - ii. Completion of United States or Canada medical school training, completion of an undergraduate or graduate degree, OR
      - iii. Completion of International medical school training, an undergraduate/graduate degree or equivalent training, and significant clinical experience, with a written evaluation, in the United States or Canada AND
      - iv. No history of failing or non-pass score achieved on any USMLE examination or COMLEX equivalent.
      - v. All USMLE/COMLEX examinations must have been passed within five years of application.
      - vi. Completion of all elements of ECFMG Certification by October 31st of the application year (International Medical Graduates only). Current final year students are exempt from this requirement.
    - b. Preference Criteria
      - i. Medical school graduation within three years of application.
      - ii. National average or above average score on all components of USMLE or COMLEX equivalent examinations
      - iii. Demonstrated aptitude in Family Medicine
      - iv. Demonstrated interest or strong ties to rural and underserved health care
      - v. Strong interest in the location of the Pacific Northwest
  2. Invitation to interview
    - a. The Program Coordinator will pre-screen all applicants for eligibility. Those applicants clearly meeting all eligibility criteria will be reviewed by the Program Director, and applicants will be invited to interview. All applicants will be further screened by one

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faculty and possibly one resident, who will provide a recommend on invitation of the applicant for an interview. All indecisive cases or ambiguous decision criteria cases will be reviewed by the Program Director for additional consideration.

3. Application interview and credentials review
  - a. Applicants for residency will be interviewed by residents and faculty based on the defined program values of:
    - i. Service for the rural, underserved, and vulnerable populations
    - ii. Compassion
    - iii. Respect
    - iv. Justice
    - v. Excellence
    - vi. Stewardship
  - b. Prior to interview season, all faculty are provided interview education as part of faculty development and with oversight of the Program Evaluation Committee as to techniques and best practices for a written assessment of the applicant's credentials based on the materials forwarded by the applicant. Candidates are pre-screened, in the broad categories of:
    - i. Curriculum vitae information (including leadership, innovation and motivation, team experiences, diversity of experiences in cultural diversity, and perceived ability to cope well and overcome challenges);
    - ii. Transcript information to include academic performance and board scores;
    - iii. The Dean's letter with attention to areas of leadership, clinical performance, academic performance, honors or awards, and descriptive terms of excellence in the Dean's letter;
    - iv. Review of 2 or more letters of recommendation at least one of which is from a Family Physician who has familiarity with the candidate.
4. Rank Determination
  - a. All applicants are evaluated on objective criteria.
  - b. A large group meeting of all residents and faculty at the program
    - i. The file of each applicant is assigned to one of the interviewers who is attending this meeting. This person will act as the candidate's advocate and briefly present the information to the large group.
    - ii. The final ranking is confidentially completed based on pre-ranking information and any additional information, including follow-up contacts with the applicants or experience on previous rotations.
    - iii. Applicants are ranked based on qualifications, anticipated contributions to the local community and rural program based on interests, backgrounds, cultural diversity, life experiences, and communication skills. Direct observations during visiting elective rotations may be included.
5. Match list preparation
  - a. The final match list is created and posted by the Program Director.
  - b. The final list is collated in ERAS and uploaded to NRMP.

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6. Procedures for acceptance of residents after the match
  - a. In the event that positions are unfilled after the Match, the program will seek to complete the cohort by participating in the National Residency Matching Program Supplemental Offer and Acceptance Program. Residents are accepted through the SOAP program based on ERAS application review by the Program Director.
  - b. The selection criteria are the same as those listed.
  
7. Second-year applicants
  - a. Second-year applicants may be considered if there is a vacancy in the program at the R2 level.
  - b. Applicants will submit a complete copy of their ERAS application including:
    - i. Common Application Form
    - ii. Letters of recommendation
    - iii. USMLE or COMLEX transcript
    - iv. Deans Letter or MSPE
    - v. Medical School Transcript
    - vi. Supplemental Program Questions
  - c. Letter from current or immediate past program director will be requested attesting to previous program credit and successful completion of the first year
  - d. Second-year applicants will also complete a credentialing application for Summit Pacific Medical Center Provider Credentialing
    - i. The contract offer will be contingent upon meeting minimum employment eligibility requirements and credentials verification

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**CREATION**

Creation Date: 10/26/18  
Department: Residency Program  
Replaced policy: \_\_\_\_\_

**Approved:**

_____ Laurie Belknap, DO Family Medicine Residency Program Director	Signature	Date: <u>10/26/18</u>
_____ Ken Dietrich, MD Chief Medical Officer	Signature	Date: <u>10/26/18</u>

**REVISION HISTORY**

Revision Dates: June 20, 2019

**Approved:**

_____ Laurie Belknap, DO Family Medicine Residency Program Director	Signature	Date: _____
_____ Ken Dietrich, MD Chief Medical Officer	Signature	Date: _____

**REVIEW HISTORY**

Review Dates: \_\_\_\_\_

**RETIRED**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason: \_\_\_\_\_