



**VALLEY HEALTH TEAM**  
Family Medicine Residency Program

<b>Section:</b>	<i>Family Medicine Residency Program</i>
<b>Document Number:</b>	<i>001</i>
<b>Title:</b>	<i>Resident Recruitment and Selection</i>
<b>Responsible Department:</b>	<i>Graduate Medical Education</i>
<b>Created:</b>	<i>07/12/2016</i>
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**POLICY:** All applications received during the selection period will be reviewed by at least one member of the Valley Health Team faculty and/or staff

**SCOPE:** All applicants to medical education programs at Valley Health Team, Inc.

**PROCEDURE:**

**A. Interviewing**

**Selection of candidates for interviews**

The Valley Health Team will interview the best qualified applicants. Preference will be given to candidates who have a demonstrated commitment to working in the San Joaquin Valley and/or with underserved populations, and with evidence of satisfactory completion of all clinical rotations undertaken in an ACGME accredited U.S. medical school or international medical graduates who have satisfactorily completed one year of training in an ACGME accredited U.S. medical school. Consideration will also be given to candidates who have participated in an ACGME approved post-graduate program within the last two years or in a country with reciprocity agreements recognized by the ABFM (Canada, Britain, New Zealand and Australia). Other international medical graduates (IMGs) will also be considered. All IMGs must have applied to receive a valid letter from the Medical Board of California permitting entry into a residency training program to be granted an interview.

**Criteria for Selecting Applicants for Interview**

All applications are processed through ERAS (Electronic Residency Application



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Service). U.S. graduates apply through their medical school dean's office. International graduates apply through ECFMG. Paper applications are not accepted. Passage of Part 1 of the USMLE, COMLEX, or the equivalent examination from a country with reciprocity agreements recognized by the ABFM is required. Scores on each part of the USMLE, American Osteopathic Association Board or its equivalent which have been taken must be reported.

Applicants that have completed undergraduate medical education training must provide Part 2 scores prior to consideration. If an applicant has post-graduate experience, a letter from the medical school dean's office and the program director from the resident's training program with a copy of medical school transcript are required. A list of completed rotations from the post-graduate experience is also required. A personal statement written by the applicant that includes their reasons for choosing family medicine in general is required.

Two letters of recommendation from professionals who have worked with the applicant on clinical rotations in the last two years, or who currently work with the applicant in a medical setting, must be submitted. However, three letters are preferred.

Various, specific applicant attributes will be considered beneficial and granted 'extra points' in the selection process because there is health workforce evidence to support



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the claim that individuals with these attributes have a higher likelihood of being retained as practicing physicians in the Central San Joaquin Valley, or similar, region.

1. Previous experience, especially origins, in the San Joaquin Valley.
2. Representatives of underrepresented minority communities who indicate an interest in working in the San Joaquin Valley.
3. Previous experience, especially origins, in rural communities.
4. Demonstrated commitment to underserved populations.

Communication/language skills help in caring for a large number of non-English speaking patients in our region; therefore multi-lingual applicants, particularly those whose language(s) coincide with populations served (Spanish, indigenous Latin American languages, Southeast Asian languages, Armenian, and Punjabi), will be viewed positively. Other professional skills acquired beyond those learned in medical school often help in practice (e.g. advanced professional training in a field related to medicine such as public health, anthropology, computer science, etc.), and will also be viewed favorably. Granting preference to applicants with the aforementioned characteristics will help to meet our mission of providing well-trained, culturally-competent physicians to the population we serve.

**Equal Employment Opportunity**

It is the intent and resolve of Valley Health Team to comply with the requirements and



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spirit of the law in the implementation of all facets of equal opportunity and non-discrimination. In recruitment, selection, or any other personnel action, there will be no discrimination on the basis of race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

**Proof of Eligibility to Work**

In compliance with the Immigration and Reform Act of 1986, all applicants must show proof of eligibility to work in the United States. Should an applicant be offered a position within the Family Medicine Residency Program, upon being hired, the applicant must complete an I-9 form, which requires verification and certification of current eligibility to work in the United States. Applicants must show proof of eligibility to work in the United States if offered a position within the Valley Health Team. Failure of a resident to begin residency training on time causes significant disruption to the program. If proof of eligibility is unavailable at the time of the match, the prospective resident must demonstrate an active pursuit of the process and cooperate with the Valley Health Team to secure recommended eligibility. Failure to do so may cause Valley Health Team to notify the NRMP of intent to release the employment contract based upon an anticipated breach for the forthcoming academic year and the uncooperative nature of the prospective resident.



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### **California Letter**

International graduates are required to submit a current evaluation status /post-graduate training authorization letter from the State of California with their application. The letter must be dated within one year of the start of residency training. Applications received without a current letter will be considered incomplete and will not be considered until a current letter is submitted by the applicant.

### **Community Recommendations**

Valley Health Team values the input and participation of physicians in our community and in residency training. In the event a physician in the community or former alumnus of the Valley Health Team recommends an applicant to the Valley Health Team directly by contacting the program, they will likely be offered an interview as a courtesy, if space permits. The same applies for personal contacts of current residents.

### **Interviews**

Valley Health Team will go over the scheduling process for interviews at least once a year. Interviews with faculty are required for all candidates. Valley Health Team personnel coordinate the interview schedule, and help candidates in numerous ways to feel comfortable and informed in dealing with the interviewing process, finding directions, etc. Applicants are accompanied by Valley Health Team and/or VHT staff during their tour of Valley Health Team sites. Residents may participate as tour guides and are excused from their clinical responsibilities on the half-day they provide tours.

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Where possible, first year residents should participate in the interview process. Two goals stand out in these interviews: to get to know each candidate better, and to introduce the residency program as a whole to each candidate. Each resident guide completes a copy of the applicant evaluation form. Residents on probation are ineligible to be tour guides.

### **Selection of Candidates**

The Valley Health Team evaluation process is designed to ensure fairness and consistency, involvement by interested faculty, and relevance to Valley Health Team and community needs. Candidates will be judged based on criteria established by the Valley Health Team. The following factors are taken into consideration:

- Faculty Interview scores and Resident evaluation scores (Resident input is considered an important part of the selection process and residents are encouraged to complete interview forms to receive a better assessment by residents).
- Board scores
- Dean's letters
- Letters of recommendation
- Personal statements
- Other desirable applicant attributes as delineated above under “Criteria for Selecting Applicants for Interview.”

A preliminary rank list is compiled from scores in each of the domains described



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above. The formula used for the analysis will be modified based on feedback from faculty, administrators, and residents each year.

Fine-tuning occurs after tentative rank ordering of all candidates is available.

#### **Advance Credit and the Match**

No advance credit will be offered for first year positions filled through the Match. Applicants accepted into the residency program outside the Match may receive advance credit consistent with their training and the American Board of Family Medicine guidelines.

#### **The Match**

The NRMP Match is an “All in” or “All out” process. Valley Health Team has chosen to be “All in” and thereby will not recruit outside the Match other than the SOAP Process.

Every effort will be made to fill all of the first year positions through the National Resident Matching Program (NRMP) Match.

Valley Health Team will select senior students of US allopathic medical schools **only** through the NRMP’s Main Residency Match.

First year positions will be filled through the Match with the following possible exceptions: Outstanding D.O. students, international medical school graduates, or graduates of U.S. medical schools as determined by the faculty and Program Director.



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Other exceptions may apply at the discretion of the Program Director.

Medical licensure can be verified via letter or the Federation of State Medical Board's web site: [[www.fsmb.org/crvhome.htm](http://www.fsmb.org/crvhome.htm)]. For international medical school graduates, possession of a valid ECFMG certificate meets the intent of this policy for verification of medical school graduation.

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Soyla Reyna-Griffin, CPA  
Chief Executive Officer

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Date

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Maggie Rubio  
President, Board of Directors

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Date