

Section:	Family Medicine Residency Program
Document Number:	GME001
Title:	Resident Recruitment and Selection
Responsible Department:	Graduate Medical Education
Created:	07/12/2016
Revised:	10/15/2020
Superseded:	07/12/2016
GMEC Approved:	10/20/2020
<b>Board of Directors Approved:</b>	10/22/2020
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### **POLICY:**

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:

### 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. An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program (Common Program Requirements III.A.1.):

- graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME) or graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA); or,
- graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
  - holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
  - o holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.
- Per the ACGME Common Program Requirements, all prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA-approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)- accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation.



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- Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.
- A physician who has completed a residency program that was not accredited by ACGME, AOA, RCPSC, CFPC, or ACGME-I (with Advanced Specialty Accreditation) may enter an ACGME-accredited residency program in the same specialty at the PGY-1 level and, at the discretion of the program director of the ACGME-accredited program and with approval by the GMEC, may be advanced to the PGY-2 level on ACGME Milestones evaluations at the ACGME-accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry.

## Criteria for Selecting Applicants for Interview

Valley Health Team participates in the national Electronic Residency Application Service (ERAS). All applications must be submitted through ERAS. U.S. graduates receive a token from their Designated Dean's Office at their medical schools and use it to register with MyERAS. International graduates receive a token from Educational Commission for Foreign Medical Graduates (ECFMG) to register with MyERAS. Paper applications are not accepted.

Passage of Part 1 and Part 2 of the USMLE or COMLEX is required. Scores on each part of the USMLE, American Osteopathic Association Board or its equivalent which have been taken must be reported.

If an applicant has post-graduate experience, a letter from the medical school dean's office and/or 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 may also be required. A personal statement written by the applicant that includes their reasons for choosing family medicine in general is preferred.

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.



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

- Previous experience, especially origins, in the San Joaquin Valley
- Representatives of underrepresented minority communities who indicate an interest in working in the San Joaquin Valley
- Previous experience, especially origins, in rural communities
- 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 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



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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 National Resident Matching Program (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.

# **Postgraduate Training License**

Effective January 1, 2020 the Medical Board of California (MBC) requires a Postgraduate Training License (PTL) for <u>all</u> residents who are participating in a California ACGME program. A Prost-Graduate Training Authorization Letter (PTAL) will no longer be required for international medical graduates. The Board will no longer recognize international medical schools, rather the Board will recognize an international medical school as meeting the educational requirements for a PTL/licensure, if the school is listed on the World Federation for Medical Education (WFME) and the Foundation for Advancement of International Medical Education (FAIMER) and Research World Directory of Medical Schools joint directory or the World Directory of Medical Schools.

# **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 Valley Health Team recommends an applicant to the Valley Health Team Residency Program directly by contacting the program, they will be considered for 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. Applicants are accompanied by Valley Health Team Family Medicine Residency Program (FMRP) representatives and/or VHT staff during their tour of Valley



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Health Team and hospital training sites. Residents may participate as tour guides and are excused from their clinical responsibilities on the half-day they provide tours. 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 an applicant evaluation form. Residents on non-academic probation are ineligible to be tour guides.

#### **Selection of Candidates**

The Valley Health Team FMRP 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
- Resident evaluation scores (Resident input is considered an important part of the selection process and residents are required to complete interview forms to receive a better assessment by residents).
- Standardized test scores
- Dean's letters
- Letters of recommendation
- Personal statements
- Other desirable applicant attributes as delineated above under "Criteria for Selecting Applicants for Interview."
- We do not sponsor J-1 visas at this time

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



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#### The Match

Valley Health Team participates in the NRMP. 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 Match.

Valley Health Team will select senior students of US allopathic or US osteopathic 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. Other exceptions may apply at the discretion of the Program Director.

Soyla A. Reyna-Griffin, CPA

Chief Executive Officer

Docusigned by:

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Mary Ellen Pumarejo

President, Board of Directors