

Postgraduate Medical Education (PGME)

Title:	UBC Resident Selection Policy	Number:	019
Approved By:	PGME Committee		
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Preamble

The Faculty of Medicine Postgraduate Medical Education offers residency training leading to certification by either the Royal College of Physicians and Surgeons or the College of Family Physicians of Canada through postgraduate training programs (“Programs”). Each Program must have a residency program committee responsible for the operation of the Program.

Medical graduates apply for residency training positions either through the Canadian Residency Matching Service (“CaRMS”) or directly to the program for positions not in CaRMS.

Purpose

Accreditation Standards provide that the residency program committee or a subcommittee thereof **must** select candidates for admission to the Program. This policy sets out the requirements governing resident selection for admission to a Program of postgraduate training.

Principles

The selection of Residents is a Program responsibility. In addition, the process for selection of Residents undertaken by each Program must comply with the Standards of Accreditation, the *Human Rights Code* and UBC Policy #3 Discrimination and Harassment.

In 2013, the “Best Practices in Application and Selection (BPAS) report was published and subsequently validated. In 2018, the Association of Faculties of Medicine of Canada (AFMC) endorsed the report and required institutions to report on their implementation of the BPAS recommendations.

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Policy

1. Residents will be selected on the basis of individual achievement and merit. A broad range of criteria may be taken into account including academic achievement, achievement in standardized tests, demonstrated learning or aptitudes, activities in and out of school and personal preparedness to undertake postgraduate medical training.
2. Each Program will establish its own processes and procedures for Resident selection consistent with the principles and best practices described in this policy.
3. Selection processes and selection criteria may be amended from time to time and must be published on the Program web site or otherwise made available to potential applicants.
4. The selection processes must be fair, open and transparent. The selection process and procedures must be free of discrimination and harassment as defined in UBC Policy #3.
5. If resident selection is through the Canadian Resident Matching Service (“CaRMS”), the Program’s process must comply with the requirements of the CaRMS matching process as amended from time to time.
6. It is expected that the following Best Practices (as outlined in BPAS) would serve as the foundation for a Program’s selection process with respect to all applicants.

Best Practices in Application and Selection

Transparency

1. Programs should define the goals of their selection processes and explicitly relate these to overall program goals.
2. Programs should define explicitly in which parts of the application/interview process relevant attributes will be assessed.

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3. Programs should explicitly and publicly state the processes and metrics they use to filter and rank candidates, including on program and CaRMS websites.
4. Programs should maintain records in accordance with the AFMC – CaRMS contract and privacy legislation.
5. If programs systematically use information other than that contained in application files and interviews, this must be consistent, fair and transparent for all applicants.
6. Programs using such information must have a process to investigate and validate such information prior to considering it for selection processes.

Fairness

7. Each component (e.g. application file documents, interview performance, etc.) of the candidate's application should be assessed independently on its own merits, using information contained only in that component.
8. Programs must establish and follow Guidelines for management of Conflict of Interest in Admissions decisions.

Selection Criteria

9. Programs should establish a comprehensive set of program-specific criteria that will allow thorough assessment of all candidates.
10. Selection criteria should include elements specific to each specialty that are validated to predict success (if any exist).

Process

11. Criteria, instruments, interviews and assessment/ranking systems should be standardized across applicants and assessors within each program.
12. Assessments should be based on demonstrable skills or previous behaviours, both of which are known to be predictive of future behaviours.
13. Applicant assessment should be based on multiple independent samples and not on the opinion of a single assessor.
14. Programs should regularly assess the outcomes of their process to determine if program goals and BPAS principles (e.g. Diversity) are being met.

Assessors

15. Selection teams should be comprised of individuals with a breadth of perspectives that reflect program goals.
16. Assessors should be trained in all aspects of the process relevant to their contribution.

Knowledge Translation

17. Best practices should be shared among different specialties and programs.
18. Innovations in Application and Selection should be done in a scholarly manner that will allow eventual peer-reviewed dissemination.



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Ranking

19. Programs must have a process to receive (and, when appropriate, investigate, validate and then produce for consideration to the selection committee) information from any source that alleges improper behaviour of candidates.
20. Programs should rank candidates in the appropriate order based on assessment and not based on whom committee members think will rank the program highly.
21. Ranking must be done using pre-defined and transparent processes.

Action	Committee	Date	Status