Resident Selection Guidelines
Postgraduate Medical Education
Queen's University

Background:
Applications for entry-level postgraduate positions in all primary certification programs, as well as applications for PGY 3 CFPC Emergency Medicine programs, Medicine Subspecialty programs and Adult Critical Care programs at Queen's University are made through the Canadian Resident Matching Service (CaRMS).

Canadian Resident Matching Service (CaRMS)
CaRMS is a not-for-profit organization that works in close cooperation with the medical education community, medical schools and residents/students to provide an electronic application service and a computer match for entry into postgraduate medical training throughout Canada.

CaRMS Selection Process Position Statement
At Queen's University, we believe the best applicants are those who have been able to explore the breadth of the medical profession through suitable electives while enrolled in medical school. We do not preferentially interview or rank applicants who have only pursued electives in one discipline or sub-discipline or on the basis of having trained at, or done an elective at Queen's University.

Information on residency training at Queen's University including application deadlines, required documentation, and eligibility requirements are posted on the CaRMS website (carms.ca).

For programs outside of the CaRMS Matches, who are considering International Applicants, the same principles should be followed and programs should adhere to the "Best Practices" as per the Selection Guidelines.

Guidelines for Conducting Interviews
Refer to the CaRMS website for Interview Guidelines for Programs:
http://www.carms.ca/en/match-process/your-application/match-tips/interview-guidelines/interview-guidelines-programs/

Guidelines for Retention of Application Files
All applicants' files, including those applicants who are not interviewed, should be kept for one year. After that time they can be destroyed. The documentation maintained should include the documents that each program generates in reaching their decision regarding selection for the program.

Resident Selection Guiding Principles*

A. Principles of Resident Selection
1. Selection criteria and processes should reflect the program's clearly articulated goals.
2. Selection criteria and processes should reflect a balance of emphasis on all CanMEDS competencies.

3. Selection criteria used for initial filtering, file review, interviews and ranking should be as objective as possible.
4. Selection criteria and processes should be fair and transparent for all applicant streams.
5. Selection criteria and processes should promote diversity of the resident body (e.g., race, gender, sexual orientation, religion, family status), be free of inappropriate bias, and respect the obligation to provide for reasonable accommodation needs, where appropriate.
6. Programs should choose candidates who best meet the above criteria, and are most able to complete the specific residency curriculum and enter independent practice.
7. Multiple independent objective assessments result in the most reliable and consistent applicant rankings.
8. Recognizing that past behaviour and achievements are the best predictors of future performance, efforts should be made to include all relevant information (full disclosure) about applicants' past performance in application files.
9. Applicants should be well informed about specialties of interest to them, including health human resource considerations.
10. Program must consider and value applicants with broad clinical experiences and not expect or overemphasize numerous electives in one discipline or at a local site.
11. Diversity of residents across PGME programs must be pursued and measured.

B. Best Practices
1. Transparency
a. Programs must define the goals of their selection processes and explicitly relate these to overall program goals.
b. Programs should define explicitly in which parts of the application/interview process relevant attributes will be assessed.
c. Programs should explicitly and publicly state the processes and metrics they use to filter and rank candidates, including on program and CaRMS website.
d. Programs should maintain records that will clearly demonstrate adherence to process (for example, for audit purposes).
e. If programs systematically use information other than that contained in application files and interviews, this must be consistent, fair and transparent for all applicants.
f. Programs using such information must have a process to investigate and validate such information prior to considering it for selection processes.

2. Fairness
a. 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.

3. Selection Criteria
a. Programs must establish a comprehensive set of program-specific criteria that will allow thorough assessment of all candidates.
b. Selection criteria, including the use of screening tests (e.g., test to assess hand-eye coordination for procedural disciplines) must be clearly identified in the program descriptions.

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

5. **Assessors**
   a. Selection teams must be comprised of individuals with a breadth of perspectives that reflect program goals.
   b. Assessors must be trained in all aspects of the process relevant to their contribution, including program goals, selection process, assessment criteria, and assessment/ranking systems.

6. **Assessment Instruments**
   a. Programs must strive to incorporate objective assessment strategies proven to assess relevant criteria.

7. **Knowledge Translation**
   a. Best practices should be shared among different specialties and programs.
   b. Innovations in Application and Selection should be done in a scholarly manger that will allow eventual peer-reviewed dissemination.

8. **Ranking**
   a. Programs must have a process to receive (and, when appropriate, investigate, validate and then produce for consideration to the selection committee) information from any sources that alleges improper behaviour of candidates.
   b. Programs should establish clear criteria for determining "do not rank" status.
   c. Programs should rank candidates in the appropriate order based on assessment and not based on whom committee members think will rank the program highly.
   d. Ranking must be done using pre-defined and transparent processes.

* These guidelines have been partially adapted from the University of Toronto's ***Best Practices in Applications and Selections Final Report, 2013.***

Reviewed by PGMEC: April 7, 2016
Approved: June 8, 2016