

RESIDENT SELECTION

Postgraduate Medical Education

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1. Policy & Procedure: Allocation of Residency Positions

Background:

The Postgraduate Management Committee of the Council of Ontario Universities (PGM:COFM) is a committee that is comprised of the Postgraduate Deans from the Ontario medical schools, as well as representation from the Ministry of Health. This group provides oversight and direction for the allocation of residency positions within Ontario. The Ministry of Health has final approval.

Main Principles:

- (i) The postgraduate quota allocation is a provincial process to which McMaster is bound to participate and comply with the annual recommendations of the Ministry of Health and Long-Term Care.
- (ii) The postgraduate entry positions must meet the provincial standards, for example:
 - ratio between Family Medicine to Specialty
 - ratio between Undergraduate to Postgraduate positions
 - number of international medical graduates
- (iii) Allocations must now consider all streams of entry and at all levels.
- (iv) Allocations must consider the creation of new teaching capacity centrally, but also through distributed medical education, clinical simulation and other initiatives, as appropriate.
- (v) Allocations must protect the integrity of programs and address the Health Human Resource directives from government in a socially accountable and equitable way.
- (vi) Allocations will consider the interdependence and impact of postgraduate and undergraduate medical education programs.
- (vii) Positions are allocated annually and will move from program to program.

When reviewing the allocation the following criteria are to be considered:

- (i) Human Health resource needs provincially and nationally, i.e., government initiatives, societal need, and job opportunities following the conclusion of residency provincially and nationally will be considered.
- (ii) The academic robustness of a program, for example, if a program is on Notice of Intent to Withdraw, they may not receive a CaRMS position.
- (iii) The ability of the program to successfully fill positions during the CaRMS process.
- (iv) Projected pool of candidates in each specialty / subspecialty.
- (v) Ability to train residents i.e., resources
- (vi) CMG and IMG positions from the previous CaRMS cycle
- (vii) Return-of-service opportunities available for IMGs.
- (viii) McMaster University, Faculty of Health Sciences Mission statement.
- (ix) New initiatives - Special Consideration within the Faculty of Health Sciences and Postgraduate Medical Education. (e.g., Regional Campus Royal College specialty positions) and small programs (<= 2 positions) within the Faculty of Health Sciences and Postgraduate Medical Education would be given special consideration, particularly with respect to reductions. Family Medicine, because of its size would not have 'Special Consideration' status.

Process for the allocation of positions at McMaster:

- (i) PGY1 entry positions are reviewed by the Faculty Postgraduate Medical Education Committee, on an annual basis, in May and June for the upcoming CaRMS match. This discussion includes all PGY1 Program Directors.
- (ii) Each Program Director will provide a brief summary, either verbally at the meeting, or written, informing the Committee on the status of the specialty, in terms of the above criteria, particularly those programs wishing to reduce / increase their positions.
- (iii) Consideration will be given to all other PGY positions for advanced training, re-entry, transfers, and visa trainees.
- (iv) Subspecialty entry positions will be reviewed by the appropriate department in coordination with the Postgraduate Medical Education Office.
- (v) All positions will be approved by the Faculty Postgraduate Medical Education Committee.
- (vi) Once the quotas have been approved by the PGME Committee, they will be submitted to the PGM:COFM Committee to review overall provincial quotas – to ensure the provincial specialty to Family Medicine is maintained, as well as the balance between the various specialties within the province. The Ministry of Health and Long-Term Care reviews the provincial allocation and provides the final approval (this normally happens in the Fall).

Process for the allocation of positions for the Medical Education Campuses (MECs):

- (i) The designated lead individual(s) at each site will work with the Program Director of the specialty they wish to develop into a CaRMS based position. The site designated lead and / or Program Director will report to the Postgraduate Medical Education Committee on progress.
- (ii) The Program Director and the Division / Department will ensure that the site is able to meet the standards of accreditation. For example, that there is sufficient clinical activity and resources (B4), that there is an academic environment (B3, B5).
- (iii) If the program determines that the site is able to meet the standards of accreditation and is able to provide a sufficient portion of the training at the site (approximately 50% minimum), then the Program's Residency Program committee should review the program's quotas, in terms of reallocation of one of their positions to the site for a CaRMS based position.

Once approved and agreed to by the Program's Residency Training Committee, this would come forward to the Faculty Postgraduate Medical Education Committee for approval.

- (iv) If the program is unable to reallocate a position to the site, the Program may elect to bring forward a request to the Faculty Postgraduate Medical Education.

2. Position Statement for Canadian Residency Matching Service (CaRMS) Selection Process

At McMaster University, we believe the best residents 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 McMaster.

3. 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/>

- General match participation principles
- Applicant rights
- Preparing for interviews
- Interview tips
- Sample questions (i) Appropriate Questions (ii) Inappropriate Questions

If a topic has been raised by the applicant and it is relevant to the issue under discussion, the interviewer may choose to pursue.

The Human Rights and Equity Services office of the University will review standardized interview questions. They can be reached at extension 27581 or at hres@mcmaster.ca

4. Guidelines for Retention of Application Files

If an applicant is admitted to a McMaster residency position, his or her application file shall form a part of his or her University registration file, which shall thereafter be retained permanently. For all other applicants who are not admitted to a McMaster residency position, even those who are not interviewed, their application files should be kept by the program for a minimum of two years, since

that is the appropriate limitation period for Ontario courts. After that time, they must be destroyed or anonymized (i.e., the personal information in the files must no longer be accessible or recoverable in any intelligible form) unless there is a specific legal reason why the personal information in the application files must be kept longer (e.g., it is relevant for the purposes of anticipated or ongoing litigation). Personal information means any information that can be used, either alone or in combination with other available information, to identify the individual whom the information is about. The documentation maintained should include the documents that each program generates in reaching their decision regarding selection for the program.

The application files can only be used for the reason it was collected and may not be used for any other purposes. (Reference: contract between McMaster University and CaRMS - <http://www.carms.ca/en/match-process/your-application/your-carms-contract/contract-institutions/>)

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