

Title:	<b>Selection Policy</b>	Index Number:	<b>OBSTGYN-Residency Program-011</b>		
Scope of application:	<b>Housestaff</b>	Original:	Last Review:	Next Review:	
		<b>20.09.2016</b>	<b>08.04.2019</b>	<b>08.04.2022</b>	

## 1. Purpose

- 1.1. This policy is based on the American University of Beirut Medical Center's Graduate Medical Education Committee's (GMEC) Policy on **GME Unified Selection (Policy Number 16-029)**.
- 1.2. It aims at ensuring fair and consistent consideration and decision-making for all applicants to the Obstetrics and Gynecology (OBSTGYN) residency training program.
- 1.3. Recruitment and appointment to the OBSTGYN residency training program is performed by the Program Director in collaboration with a program selection committee under the oversight of the GMEC and the Office of the Graduate Medical Education (GME).

## 2. Policy

- 2.1. The application process meets all requirements for equal employment opportunity in insuring that all qualified applicants are afforded a review without discrimination based on sex, race, age, religion, color, national origin, disability or any other applicable legally protected status.
- 2.2. To be eligible for appointment to the residency position, an applicant must meet one of the following eligibility criteria:
  - 2.2.1. Graduates of the American University of Beirut (AUB)
  - 2.2.2. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME)
  - 2.2.3. Graduates of medical schools outside the United States and Canada and other than AUB registered in the International Medical Education Directory (IMED) <http://www.faimer.org>
- 2.3. Applicants should:
  - 2.3.1. Pass an English Proficiency Exam (i.e. TOEFL or IELTS); AUB graduates and graduates of recognized English teaching colleges or universities in North America, Great Britain, Australia and New Zealand are exempted from this exam.
  - 2.3.2. Apply for the USMLE Step I and USMLE Step II Clinical Knowledge or equivalent (International Foundations of Medicine Basic Science and Clinical Science Examination – IFOM BSE and IFOM CSE).
- 2.4. The GME office is responsible for verification of the applicants' credentials. Each year the GME office will set threshold scores of both USMLE and IFOM examinations for reviewing applications depending on the cohort of applicants.
- 2.5. Applicants who do not meet the above criteria cannot be considered for the OBSTGYN residency training program.

## 3. Application Process

- 3.1. AUB applicants are required to submit:
  - 3.1.1. An online application available on the GME website
  - 3.1.2. Certification of Identification Form, which will be emailed to the applicant after submission of the online application
  - 3.1.3. One recent, passport size, colored photograph of the applicant to be pasted on the Certification of Identification Form

- 3.1.4. A photocopy of the applicant's valid identity card
- 3.1.5. A Curriculum Vitae (CV) prepared within three months of the application
- 3.1.6. Certified copy of the medical school transcript of record
- 3.1.7. Certified copy of the Medical Degree (MD) (if applicable)
- 3.1.8. Score reports of USMLE Step 2 CK (official score report) or IFOM CSE
- 3.1.9. Certified copy of license to practice Medicine from the Lebanese Ministry of Public Health (if applicable and required only from Lebanese citizens)
- 3.2. Non-AUB applicants to any of the programs are required to submit:
  - 3.2.1. An online application form available on the GME website
  - 3.2.2. Certification of Identification Form, which will be emailed to the applicant after submission of the online application
  - 3.2.3. Two recent, passport size, colored photograph of the applicant
  - 3.2.4. A photocopy of the applicant's valid identity card and passport
  - 3.2.5. A Curriculum Vitae (CV) prepared within three months of the application
  - 3.2.6. Certified copy of the Medical Degree (MD) or if not applicable a Dean's letter from the Medical School from which the applicant is enrolled
  - 3.2.7. Certified copy of the medical school transcript of record
  - 3.2.8. A minimum of three letters of recommendation provided by faculty members who had an academic contact with the applicant
  - 3.2.9. Application fee (set by GME Office) and additional examination fees for applicants registering for the IFOM CS /BS Examinations
  - 3.2.10. Score report of the USMLE Step 1 CS and USMLE Step 2 CK (Official transcript is to be provided from ECFMG)
  - 3.2.11. Score reports on the International Foundations of Medicine Clinical Science Examination (IFOM CSE) (if applicable)
- 3.3. Any document not printed in English must be accompanied by an acceptable original English translation performed by a qualified translator. Each translation must be accompanied by an affidavit of accuracy acceptable to AUB.

#### 4. Selection Process and Criteria

- 4.1. **All the teaching faculty at the department** are members of the OB/GYN residency training program selection committee.
- 4.2. This committee is responsible for participation in the interview process and the final ranking of applicants.
- 4.3. The GME office will forward all eligible applications to the OB/GYN residency training program.
- 4.4. **Initial screening:** All applications will be screened by the Program Director and at least another member of the residency selection committee (usually the Chairperson), on the basis of medical school grading, class standing, previous experience, USMLE/IFOM results, letters of recommendations, demonstrated commitment to the field and publications.
- 4.5. **Interviews:**
  - 4.5.1. Selected candidates will be invited for a personal interview. At the discretion of the Program Director, this personal interview can be replaced by a telephone interview if travel to AUBMC presents a personal hardship to the applicant.
  - 4.5.2. The OB/GYN residency training program must inform all candidates who are invited for an interview, by electronic means, of the terms, conditions, and benefits of their potential appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which the Sponsoring Institution provides call rooms, meals, laundry services, or their equivalents. Programs will document that the candidate has received a copy of the

agreement of appointment by obtaining their signature at the time of interview.

**4.5.3.** Each applicant is interviewed by four different members of the residency selection committee one of which is the program director and the other being the Chairperson. The interview allows in person confirmation of information provided in the written application. In addition, evaluations should be documented in writing on multiple parameters such as professionalism, aptitude, maturity, motivation, research and other scholarly interests, as well as communications skills. In addition, each applicant is interviewed by one PGYIII level resident.

**4.5.4.** A structured or semi-structured interview process should be conducted in English.

**4.5.5.** Confidential evaluations by each applicant interviewer blinded to the other(s) will be collected and reviewed by the selection committee, and become part of the application file.

**4.6. Final Selection:**

**4.6.1.** Summary of selection criteria for the OBGYN residency training program:

**4.6.1.1** Graduated from an accredited medical school

**4.6.1.2** Must be good/fluent in spoken and written English (passed TOFEL or equivalent test)

**4.6.1.3** Above average academic record

**4.6.1.4** AUB and non-AUB applicants should score well on the IFOM-CSE ( $\geq 80\%$ ) and/or USMLE Step 2 ( $\geq 220$ )

**4.6.1.5** Has never had a disciplinary action from a medical regulatory authority

**4.6.1.6** At least two reference letters should be submitted with at least one from an OBGYN specialist. Reference letters must be dated no later than one year from time of receipt. Undated reference letters will not be accepted.

**4.6.2.** Candidates will be graded according but not limited to:

**4.6.2.1** Medical school performance

**4.6.2.2** IFOM/USMLE scores

**4.6.2.3** Interview

**4.6.2.4** Research skills/training/involvement and publications

**4.6.2.5** Electives in specialty



**4.6.2.6** Community involvement

**4.6.2.7** Selection Committee input

**4.6.3.** The Program Director in consultation with the residency selection committee will meet to review the completed applications and rank the candidates based on the information obtained from the initial application, and interviews according to the above matrix. This final rank order list will be forwarded to the GMEC for review and approval.

**4.6.4.** All the residency selection committee meeting(s) to select and rank candidates will be attended by a due process monitor assigned by the GME Office.

**5. Signatures**

Reviewed and Concurred by	Name	Signature	Date
Professor and Chairperson, Department of Obstetrics and Gynecology	Anwar Nassar, MD		April 8, 2019
Associate Professor and Residency Program Director, Department of Obstetrics and Gynecology	Fadi Mirza, MD, FACOG		April 8, 2019