**ACMC-Emergency Medicine Residency Resident Recruitment/Selection Policy**

1. **PURPOSE**

To establish a policy and procedure for the selection of new residents to the Advocate Christ Medical Center Emergency Medicine (ACMC-EM) residency program.

1. **POLICY**

In compliance with Advocate system-wide policy and procedure, selection criteria to the ACMC-EM residency program will be based on academic credentials, communication skills, preparedness, ability and aptitude.

In compliance with all federal and state laws and regulations, no person shall be subject to discrimination in the process of residency selection on the basis of race, national origin, gender, religion, age, disability, marital or parental status, veteran status, or sexual orientation.

1. **DEFINITIONS/ABBREVIATIONS**

Resident: A physician in an accredited graduate medical education program, including interns and residents.

1. **PROCEDURE**

All applications submitted to the ACMC-EM residency program are to be submitted via Electronic Residency Application System (ERAS).

All applications are reviewed by the Residency Leadership Team (RLT) of the ACMC-EM residency program and ACMC-EM faculty selected by the RLT. The RLT is comprised of the Program Director, Associate Program Director, and Assistant Program Directors.

Merit criteria for interview selection are based, but not limited to:

1. Medical school transcript
2. Licensing examination (USMLE and/or COMLEX) scores
3. Medical School Performance Evaluation (MSPE)
4. Grades received on Emergency Medicine (EM) clinical rotations
5. Letters of Recommendation (LOR)
6. Extra-curricular accomplishments and life experience (research, publications, awards, personal and non-medical professional achievements)

A formula comprising of weighted merit-based criteria is used to create a composite score in order to rank applicants. This formula may change at the discretion of the RLT, but is applicable for ranking of all applicants during a particular recruitment season. Additional weight is given to the diversity an applicant may bring to the program, as well as mission alignment between the applicant and the program.

Applicants meeting eligibility requirements by the ACMC-EM residency program will be invited for a personal interview. Approximately 150 applicants are interviewed during the recruitment season. All interviews are conducted by members of the RLT, ACMC-EM faculty selected by the RLT, chief residents and current residents at-large. Average interview scores from the faculty and resident interviews are added to the applicant’s composite score.

The composite score is the basis for the rank order list.

Once an applicant is selected and successfully matched, the program will request appropriate Resident Agreement be generated by the site Medical Education Office.

In compliance with Advocate policy and procedure, the ACMC-EM residency program will not offer Resident Agreements outside of the match process.

1. **CROSS REFERENCE**

Advocate system policy: Graduate Medical education Policy on Recruitment: Selection Process

1. **REFERENCES**

ACGME Institutional Requirements: acgme.org (Section IV. A: 1)

AOA Basic Documents for Postdoctoral Training: osteopathic.org (Section F: 4.1-4.6)

1. **RELATED DOCUMENTATION**

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