

Postgraduate Learner Selection Policy

Office of Accountability:	Postgraduate Medical Education Office
Office of Administrative Responsibility:	Postgraduate Medical Education Office
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Definitions

Canadian Resident Matching Service (CaRMS)	A national, independent, not-for-profit, fee-for-service organization that provides a fair, objective, and transparent application and matching service for medical training throughout Canada.
Postgraduate Training Program	A period of training in a specific discipline of medicine prescribed by the Royal College of Physicians and Surgeons of Canada or College of Family Physicians of Canada leading to certification by one of these bodies.

Overview

The Royal College of Physicians and Surgeons of Canada's (RCPS) and the College of Family Physicians of Canada's (CFPC) Canadian Excellence in Residency Accreditation (CanERA) General Standards of Accreditation states that the Postgraduate Medical Education (PGME) Committee, or a subcommittee thereof, must establish and supervise policies for the selection of postgraduate learners in postgraduate training programs.

Postgraduate training programs offered by the RCPS and the CFPC at Memorial University (Memorial) are committed to the Canadian Resident Matching

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Service (CaRMS). Postgraduate learner selection processes are the responsibility of each postgraduate training program.

Purpose

To provide guidance for postgraduate training programs at Memorial for the fair and transparent selection of postgraduate learners for admission into a postgraduate training program.

Scope

Postgraduate training programs at Memorial.

Policy

- 1.0 Applications for postgraduate training at Memorial University are processed by CaRMS, with the exception of the subspecialty psychiatry training programs, the enhanced skills program Care of Underserved Populations and Care of the Elderly Program for Practicing Physicians.
 - 1.1 Applications to programs that do not go through CaRMS are reviewed and processed by the respective postgraduate training programs using the same selection criteria in this policy.
- 2.0 All applicants must meet the general admission requirements of PGME and be eligible for educational registration with the College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL).
- 3.0 Each postgraduate training program will establish its own process and procedure for postgraduate learner selection.
 - 3.1 Each postgraduate training program is responsible for defining program specific eligibility criteria for the selection of the most suitable applicants.
 - 3.2 Applicants must be selected based on scholastic, personal, and professional attributes as determined by a broad range of criteria including, but not limited to, academic records, personal interviews and letters of reference.

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- 3.2.1 All criteria for selection must be available for review by applicants.
- 3.3 The selection process must be fair, open, transparent and free of discrimination and harassment.
- 4.0 CaRMS
 - 4.1 To participate in CaRMS for postgraduate training programs:
 - 4.1.1 applicants must meet CaRMS' eligibility criteria; and
 - 4.1.2 applicants and postgraduate training programs must comply with the CaRMS matching process.
 - 4.2 Detailed information regarding entrance requirements, procedure and the matching process are available on the [CaRMS website](#).
 - 4.3 Postgraduate training programs are encouraged to use CaRMS' interview guidelines to assist them in conducting applicant interviews.
 - 4.4 All individuals involved in the selection process are strongly encouraged to complete implicit bias training.
- 5.0 As per the province of Newfoundland and Labrador's [Access to Information and Protection of Privacy Act, 2015 \(ATIPP Act\)](#), all notes written by any reviewer or interviewer must be kept for a minimum of one year.
 - 5.1 Under the ATIPP Act, applicants have the right to obtain copies of all documents used to make decisions in the selection process.

Related Links

[CanERA General Standards of Accreditation.](#)

[CaRMS](#)

[PGME General Admission Requirements](#)

[Access to Information and Protection of Privacy Act, 2015](#)