



UBC Respiratory Postgraduate Training Program Policy on Selection of Candidates for Training Positions

The RPC of the UBC Respiratory Medicine Training Program has reviewed the available companion UBC PGME Policy found at <https://postgrad.med.ubc.ca/current-trainees/policies-procedures/> and ratify the content as a supporting document to our own program-specific policy. The RPC recognizes that PGME will continue to update certain policies and the program will update our own program-specific policies as these updated PGME policies become available. The Training Program also recognizes the new HEABC – Resident Doctors of BC Collective Agreement (2019-2022) and will ensure our program-specific policies reflect this document.

MISSION

The Residency Training Program of the Division of Respiratory Medicine, University of British Columbia, is committed to providing high quality specialist training through leadership, mentorship and scholarship in education, clinical care, and research.

The Program subscribes to the principle that medical practice is an art and profession as well as a science. The Program respects and nurtures the values and personal qualities that are considered fundamental to the physician's role as healer, advocate and professional. Within this context, the overall goal of the Training Program in Respiratory Medicine is to train and develop fully qualified and competent consultant respirologists who are ethically and morally sound, who dedicate themselves to the highest standards of medical practice, life-long learning, and who contribute to the career-long provision of total patient care.

The Program conforms closely to all of the requirements of the Royal College of Physicians and Surgeons of Canada that relate to specialty training in Respiratory Medicine and, indeed, these objectives are incorporated into our Program goals and objectives. Furthermore, the Program endorses the recommendations of the CanMEDS 2005 Physician Competency Framework, and is striving to incorporate these principles into every aspect of the training program. We also embrace the updated CanMEDS 2015 Framework (see CanMEDS 2015 OTR Special Addendum) as it rolls out over the next few years in the context of competency based medical education (CBME). We are currently working closely with UBC, the Royal College and other Respiratory training programs across the country towards implementation of Competence by Design, with a delayed launch in July 2021. We expect that all candidates completing our Program will receive Royal College Certification in Respiratory Medicine.

We, the members of the Respiratory Division, including our Fellows in training, will work with all our partners to provide the highest possible standard of excellence in patient care, teaching and research. We will pursue this mission while emphasizing open communication and ethical behavior, and while recognizing that it is a privilege to provide responsible and innovative stewardship of human, financial and all other resources.



We will always:

- o respect the dignity, individuality and needs of our patients,
- o strive to discover new knowledge that will advance state-of-the-art care,
- o ensure effective and innovative teaching of our students,
- o optimize our organization to promote both professional and personal fulfillment,
- o value the efforts and achievements of teams and individuals who work to face the challenges of modern medicine.

These activities will ensure the respect of our peer organizations and recognition as a world-class Division of Respiratory Medicine.

PROGRAM GOALS

At UBC, we are committed to training physicians who will ultimately be serving our population. Residents in our program are expected to demonstrate clinical and academic excellence, exceptional interpersonal and teamwork skills, research experience, and a sense of responsibility and dedication to the profession. Residents are expected to be active community members and demonstrate balance as evidenced by engagement in volunteer, extracurricular or other types of activities.

The overall goal of the UBC Respiratory Medicine Training Program is to train and develop fully qualified and competent consultant respirologists who are ethically and morally sound, who dedicate themselves to the highest standards of medical practice, and who contribute to the career-long provision of total patient care.

GOALS OF SELECTION PROCESS

The goal of the UBC Respiratory Training Program's selection process is to accurately identify, systematically interview, and fairly rank dedicated and qualified candidates most likely to flourish in our training environment. Specifically, the selection process will:

- Identify applicants interest in respirology, and those who will develop into exceptional respirologists
- Identify applicants who have demonstrated ability to interact appropriately with patients, colleagues and healthcare team members alike
- Identify applicants who have demonstrated attributes highlighted in the CanMEDS 2015 roles.



- Identify applicants who have demonstrated ability and enthusiasm to learn and are able to adapt to the various demands of residency training.
- Identify applicants who have a sincere interest to serve British Columbians

POLICIES AND PROCEDURES

Please note that due to the COVID-10 pandemic, all in-person interviews have been suspended. In addition, many out-of –province elective opportunities have been interrupted. The RTC has adapted the interview day to support a virtual process for both interviewers and interviewees. Minor changes have been made to the following policies and procedures to facilitate file review and candidate selection in this unusual time.

1. The Selection Committee, a subcommittee of the Residency Training Program Committee (RPC), will be struck each year consisting of the Program Director, Program Assistant, both Resident members of the RPC and at least 4 staff members including representatives from SPH, VGH and the Community sites. The Selection Committee will be in attendance virtually on Interview Day.
2. The Program will select candidates through the CaRMS matching service. Every attempt will be made to fill all training slots allotted by the Postgraduate Office.
3. The program will consider all valid applications that adhere to the procedures laid out by the CaRMS matching service.
4. All applications will be available electronically via the CaRMS website to the entire membership of the RPC, including the selection committee for review. All applicant files are retained and protected consistent with University policy.
5. As many candidates as is feasible will be invited for interview.
6. Candidate selection will be based solely on merit.
7. Candidate selection will also support diversity of the resident body (e.g. race, gender, sexual orientation, religion, family status), be free of inappropriate bias, and endeavour to provide reasonable accommodation needs, where appropriate
8. The following factors will be taken into consideration when selecting (initial filtering) candidates for interview.
 - a. Completeness of the application
 - b. Academic record
 - c. Curriculum vitae
 - d. References with special attention to CanMEDS competencies
 - e. Personal letter
 - f. Electives in Respiratory Medicine undertaken at UBC



- g. Electives in Respiratory Medicine undertaken elsewhere (acknowledging that not all IM programs offer the same number of electives and that there is value in broad clinical experience; also acknowledging the interruptions caused by the pandemic)
 - h. Potential to complete the training program and enter independent practice
 - i. Potential for a career in academic medicine
 - j. Potential for a career in an underserved area in BC
- 9. Each faculty member of the selection committee will be given a minimum of 8 full files for review to ensure a robust process for selecting interview candidates in the absence of elective time at UBC.
- 10. Based on feedback from the RPC and selection committee members, the Program Director will make the final decision regarding which candidates to invite for interview.
- 11. Interviews will take place for all candidates on the same day, with sufficient time allotted to accommodate all invited candidates. Facility tours and a lunch will be organized by the resident members of the RPC when in person interviews resume.
- 12. In the absence of in-person interviews, a town-hall will be arranged outside of the interview times so that applicants can meet the PA, PD, faculty and current fellows in a casual environment to learn about the program and ask questions. The training program website will also be updated to ensure information about the program is easily accessible for potential applicants.
- 13. Interviewed candidates will each meet virtually with the Program Assistant, and then meet for 10-15 minutes with each of three groups: – (i) Program Director; (ii) Resident members of the RPC; and (iii) staff members of the RPC
- 14. Interviewed candidates will be assessed on the above criteria (Item 8) as well as their performance in the interview. Standardized interview tools are used by the PD and selection committee for each candidate.
- 15. Each staff interviewer will rank the candidates independently and will have an individual vote on each candidate (e.g. first choice ranked #1, second choice ranked #2 etc). The resident representatives (2) will decide jointly and merge their vote.
- 16. Do not rank (DNR) is an uncommon outcome with every attempt made to schedule interviews with candidates the Program would be prepared to rank. Reasons for DNR status could include unprofessional or inappropriate behavior, the interview performance was not competitive, or the candidate did not attend the interview
- 17. Immediately after the interviews, the selection committee will meet virtually to discuss the candidates. Final votes will then be tallied and averaged to establish the rank order.



18. All candidates who attend virtually for interview will be considered for rank, and the final rank order submitted to CaRMS with the Program Director making the final decision regarding submission.

FUNDED APPLICANTS (NON-CaRMS)

Funded applicants external to the CaRMS match will be considered if any CaRMS slots remain unfilled and/or if space and resources allow.

19. Assessment of funded applicants will be based on the same criteria outlined above (Item 7).
20. Interviews for funded applicants will occur at the same time as the CaRMS interviews if the applicants are undertaking residency training in North America. Otherwise alternative arrangements to meet the applicant will be made.