

ARMC SUBCOMMITTEE ON APPLICATION AND FILE REVIEW

Draft Recommendations to the AFMC Resident Matching Committee on the 2021 R1 Match

Version date: August 26, 2020

FINAL – Approved by the AFMC Board of Directors on October 27, 2020

SUMMARY OF RECOMMENDATIONS

1.	MEDICAL STUDENT PERFORMANCE RECORD
	<ul style="list-style-type: none"> a. All 17 medical schools strictly adhere, without modifications, to the national MSPR template developed by the MSPR Working Group. b. All 17 medical schools use a common standardized approach and the same criteria in documenting professionalism issues on the MSPR. c. All 17 medical schools include narrative comments on the MSPR. d. MSPR template modifications: <ul style="list-style-type: none"> i. wording “date of matriculation” be changed to “date of enrolment”. ii. section on extensions leaves and gaps be clarified to reflect extensions, leaves or gaps <i>that has or will result in delayed graduation.</i>
2.	LETTERS
	<ul style="list-style-type: none"> a. Letters of Reference <ul style="list-style-type: none"> i) A structured Letter of Reference will be submitted by each referee. ii) A Letter of Reference from the institution to where the applicant is applying must not be a criterion for file review and ultimately, for file ranking. iii) There will be no requirement for a Letter of Reference from the discipline to which the applicant is applying. iv) Each program may request a maximum of three (3) Letters of Reference from an applicant. If approved, this will require a change to policy and process to ensure that compliance is enforceable. b. Letter of Support (Lettre d’appui) <ul style="list-style-type: none"> i) The Letter of Support is used exclusively by the Quebec French Language Faculties of Medicine and is primarily used in lieu of a letter of reference when applying to these Faculty’s residency programs. ii) Given that the Letter of Support is a standardized form as it exists presently and enjoys support from all stakeholder groups from these Faculties, no change is suggested to the content or structure of the Letter of Support. iii) A Letter of Support from the institution to where the applicant is applying must not be a criterion for file review and ultimately, file ranking. iv) There will be no requirement for a Letter of Support from the discipline to which the applicant is applying.

	<p>v) Each program may request a maximum of three (3) Letters of Support from an applicant. If approved, this will require a change to policy and process to ensure that compliance is enforceable.</p> <p>c. Personal Letter</p> <p>i) Each program should clearly provide on their website:</p> <ul style="list-style-type: none"> • Direction to applicants regarding content they are looking for in the personal letter, including the questions/topics they would like addressed. • A maximum word count.
3.	CURRICULUM VITAE (CV)
	<p>a. The CV should remain a part of the CaRMS R1 match application.</p> <p>b. No recommendation can be made in the requirement of a standardized CV.</p> <p>c. Open CaRMS Online earlier to applicants.</p> <p>d. Provide applicants with a template of the application form to begin capturing their information before the system opens to them.</p> <p>e. Improve the formatting for Program exporting of the information to reduce the file size/page load.</p> <p>f. Identify needed improvements to CaRMS Online to allow applicants to provide unique application information to each individual discipline to which they apply.</p> <p>g. Identify opportunities for applicants to present the information that they feel best reflects them as a candidate.</p>
4.	ELECTIVES
	<p>a. Any elective experience approved by the applicant's UGME program may be included as part of the applicant's R1 CaRMS application (MSPR, Letter of Reference / Letter of Support, personal letter, CV, transcript, etc.).</p> <p>b. Electives / clinical experiences that are not approved by the applicant's UGME program are not to be included <u>anywhere</u> in the applicant's R1 CaRMS application.</p>
5.	TRANSCRIPTS
	<p>a. Medical school transcripts should be included as part of the applicant's R1 CaRMS application.</p>
6.	ADDITIONAL WAYS THE ARMC CAN SUPPORT RESIDENCY SELECTION DECISION MAKING
	<p>a. As much as possible, selection committees should use electronic document formats as a step towards sustainability and efficiency in the file review process.</p> <p>b. Canadian Medical Graduate applicants should be able to upload their transcript via CaRMS online.</p> <p>c. Canadian medical school transcripts should be sent directly from the school to CaRMS in a manner that is compatible with CaRMS policy in order to facilitate a more efficient bulk-upload of documents.</p>
7.	APPLICATION FILE REVIEW
	<p>a. Residency Selection Committees adhere to Best Practices in Applications and Selection (BPAS) (Bandiera et al., 2013).</p>

	<p>b. Programs in the same discipline share best practices to improve efficiencies in the file review process.</p> <p>c. Moving forward, the application process should be evaluated in a scholarly fashion backed by resources to enable the necessary research.</p> <p>d. All involved in selection should take steps to effectively mitigate implicit bias as both individuals and collectively.</p>
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1. MEMBERSHIP OF THE ARMC SUBCOMMITTEE ON APPLICATIONS AND FILE REVIEW

Name	Affiliation/Title	Role
Dr. Tanis Adey (co-chair)	Memorial University, UGME Associate Dean	UGME Associate Dean
Dr. Lorne Wiesenfeld (co-chair)	University of Ottawa, PGME Vice Dean	PGME Vice Dean
Jeanine Dice	University of Saskatchewan, Senior Program Administrator	Program Administrator
Avrilynn Ding	CFMS, Director of Education (2020-2021) and Ontario Regional Director	Student Representative
Marie Galibois	University of Montreal, Adjointe au vice-doyen	PGME Manager
Dr. Aviva Goldberg	University of Manitoba, Associate Dean, UGME Student Affairs	Student Affairs Dean
Ryan Kelly	CaRMS, Client Experience Manager	CaRMS
Dr. Sarah Kinzie	McMaster University, Postgraduate Program Director	Program Director (Family Medicine)
Dr. Janette McMillan	UBC, Student Associate Dean, Student Affairs	Student Affairs Dean
Dr. Kaylynn Purdy	Resident Doctors of Canada	Resident Representative
Dr. James Mark Roberts	UBC, Director of Postgraduate Medical Education	Program Director (Internal Medicine)
Dr. Rishi Sharma	CFMS, Director of Education (2019-2020); McMaster University	Student Representative
Dr. Roxanne St-Pierre-Alain	FMEQ, Vice-President (2019-2020)	Student Representative
Samuel Montplaisir	FMEQ, Vice-President (2020-2021)	Student Representative
Dr. Anna Karwowska	AFMC, Vice President, Education	AFMC Liaison
Adriana Cull	AFMC, Project & Committee Coordinator	AFMC Staff