

DEPARTMENT OF ANESTHESIOLOGY



Standard Operating Procedure Title: Resident Recruitment and Selection Policy

Policy Number:

Date Established:

Date Reviewed: March 2009;

Date Revised: Revised February 2013

Vanderbilt University is committed to the principles of equal opportunity and affirmative action. Selection of anesthesiology residents follows guidelines established by the ACGME as described in the Institutional Requirements. The program also conforms to all VUMC and GME policies concerning selection and employment.

Application Process:

The Department of Anesthesiology conducts a formal process for selection of residents for the program. The program receives over 850 applications per year for our 15 PGY-1 positions. Applications are accepted through ERAS, and all positions are matched through the National Resident Matching Program. All applicants must provide USMLE Step 1 scores, and completion of both Steps 1 and 2 (CK and CS) is required prior to matriculation. Application requirements are the same for International Medical Graduates, except for the requirement of relevant clinical experience in a U.S. healthcare system.

Selection for Interview:

Applications are screened by the Program Coordinator based upon the following criteria: excellence in academic performance, including high pass or honors on the medical school transcript; USMLE or COMLEX scores; Dean's letter and other letters of recommendation; evidence of leadership; research experience and scholarship; and extracurricular activities. The Associate Program Director reviews the upper tier of applicants, and selects approximately 135 for the interview process. Approximately 120 candidates ultimately complete the interview process each year.

The Admissions Committee:

The Admissions Committee comprises 15 faculty and senior residents. They are responsible for interviewing all candidates and submitting an interview score (see behavioral interview). They also rate and score personal statements and the letters of recommendation. The total interview score and score for the personal statement and letters comprise 50% of the initial rank order number assigned to the candidate.

The Interview Day:

Candidates meet with several residents for an informal dinner the evening prior to the interview day. On the interview day, an Associate Program Director presents the "Vanderbilt Difference" to candidates, providing information about the program, department, VUMC and Nashville. Candidates subsequently meet with the Program Director and Chair of the Department. Candidates complete two formal behavioral interviews conducted by members of the Admissions Committee (Associate Program Directors, other faculty members, or Chief Residents). The behavioral interview process assesses two or more of the ACGME

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competencies in the candidate: Professionalism, Patient Care, Communication Skills and System Based Practice. Candidates then meet other faculty and residents during an informal luncheon, after which a senior resident leads candidates on a tour of the Medical Center.

Determination of the Rank Order for the NRMP Match:

The Program Coordinator compiles scores for academic achievement and for interviews and recommendation letters. These two scores are combined to create a composite score, which is the basis for the initial rank list of Match candidates. The Program Directors and Program Coordinator conduct an extensive review of the rank list and applicants' files to verify that candidates are ranked appropriately. The rank list is then reviewed by members of the Admissions Committee, Chief Residents, other residents involved in the process, and the Department Chair. The Program Directors complete a final review prior to entry of the rank list into the NRMP Website by the Program Coordinator. The Program Director then reviews and verifies the rank list for the NRMP Match.