

Resident 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.
Residency Program	A period of training in a specific discipline of medicine prescribed by the Royal College of Physicians and Surgeons of Canada (RCPSC) or College of Family Physicians of Canada (CFPC) leading to certification by one of these bodies.
Special Funded Program	Through consultation with the Department of Health and Community Services, a limited number of specially funded postgraduate positions (determined after the results of the CaRMS match) in areas of recognized need in Newfoundland and Labrador with a start date of July 1. All positions are attached to a mandatory return-of-service to the province - one year of service for one year of training.

Overview

The Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC) [A Standards - General Standards Applicable to the University and Affiliated Sites](#), state that the Postgraduate Medical Education (PGME) Committee, or a

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subcommittee thereof, must establish and supervise policies for the selection of residents in all residency programs.

All residency programs offered by the RCPSC and CFPC at Memorial University are committed to the Canadian Resident Matching Service (CaRMS). Pending the availability of seats, Memorial University may offer a limited number of positions through the Special Funded Program. Resident selection is the responsibility of each residency program.

Purpose

To provide guidance for all residency programs at Memorial University for the fair and transparent selection of residents for admission into a residency program.

Scope

All residency programs at Memorial University.

Policy

- 1.0 Applications for residency training at Memorial University are handled through CaRMS, with the exception of applications for Special Funded Program positions, which when available, are handled through the PGME office.
- 2.0 Each residency program will establish its own processes and procedures for resident selection.
 - 2.1 Each residency program is responsible for defining specific eligibility criteria for the ranking, recruitment, and selection of the most suitable persons based on the residency program criteria, and the requirements of the PGME office and College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL).
 - 2.2 Applicants must be selected on the basis of scholastic, personal, and professional attributes as determined by a broad range of criteria including academic records, personal interviews, and letters of reference.
 - 2.3 The selection processes must be fair, open, and transparent and be free of discrimination and harassment.

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3.0 CaRMS

- 3.1 To participate in the CaRMS matching process to apply to a residency program at Memorial University, applicants must meet the CaRMS eligibility criteria and the provincial eligibility criteria for Newfoundland and Labrador.
- 3.2 Both applicants and the residency programs must comply with the requirements of the CaRMS matching process.
 - 3.2.1 Detailed information regarding entrance requirements and the application process can be found on the [CaRMS website](#).
- 3.3 Residency programs are encouraged to use the [CaRMS Interview Guidelines](#) to assist them in conducting applicant interviews.
- 3.4 All applicants matched to a residency program at Memorial University must meet the requirements for educational registration with the CPSNL, prior to entering the program.

4.0 Special Funded Program

- 4.1 The number of resident positions available will be determined yearly, based on areas of need within the province.
- 4.2 Positions will only be offered in the areas of need if there are unfilled seats after the second iteration of the CaRMS match.
- 4.3 Competitions for these positions are open to individuals meeting the requirements for the Educational Register - CPSNL.
- 4.4 Detailed information regarding entrance requirements and the application procedure can be found on the [PGME website](#).

Related Links

[CPSNL](#)

[CaRMS](#)