



**029\_GMEC\_GME Unified Selection Policy**

Title:	<b>GME Unified Selection Policy</b>	Index Number:	<b>FM-GMEC-029</b>		
Scope of application:	<b>All Graduate Medical Education (GME) Programs</b>	Original Date:	Reviewed on:	Next Review Date:	
		<b>17.11.2005</b>	<b>15.01.2024</b>	<b>15.01.2027</b>	

**1. Purpose**

- 1.1. To establish an institutional policy for the selection and appointment of residents to all GME training programs excluding Orthodontics and Medical Physics Residency training programs.
- 1.2. Eligibility and Selection Policy is designed to ensure fair and consistent consideration and decision-making for all applicants to GME residency training programs.
- 1.3. Recruitment and appointment of residents to GME programs is performed by the respective program director in collaboration with a program selection committee, under the oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education.

**2. Policy**

- 2.1. The Graduate Medical Education programs at the American University of Beirut Faculty of Medicine and Medical Center share common criteria and processes for the recruitment and selection of residency training candidates. However, each program can set additional requirements; these will be forwarded to the GME office for approval and made available online prior to the selection process.
- 2.2. The application process meets all requirements for equal employment opportunity in insuring that all qualified applicants are afforded a review without discrimination based on sex, race, age, religion, color, national origin, disability or any other applicable legally protected status.
- 2.3. To be eligible for appointment to the residency position at the American University of Beirut Faculty of Medicine and Medical Center, an applicant must meet one of the following eligibility criteria:
  - 2.3.1. Graduates of American University of Beirut
  - 2.3.2. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME)
  - 2.3.3. Graduates of medical schools outside the United States and Canada and other than AUB registered in the International Medical Education Directory (IMED) <http://www.faimer.org>



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- 2.4. Additionally, all applicants should;
  - 2.4.1. Pass an English Proficiency Exam (i.e. TOEFL or IELTS); AUB graduates and graduates of recognized English teaching colleges or universities in North America, Great Britain, Australia, and New Zealand are exempted from this exam
  - 2.4.2. Apply for the USMLE Step I and Step II Clinical Knowledge or equivalent (International Foundations of Medicine Basic Science and Clinical Science Examination -IFOM BSE and IFOM CSE).
- 2.5. The GME office is responsible for verification of the applicants' credentials. Each year the GME office will set threshold scores of both USMLE and IFOM examinations for reviewing applications depending on the cohort of applicants.
- 2.6. Applicants who do not meet the above criteria cannot be considered for any graduate medical educational programs.

### 3. Policy

- 3.1 *AUB applicants to any of the programs are required to submit:*
  - 3.1.1. An online application available on the GME website
  - 3.1.2. Certification of Identification Form, which will be emailed to the applicant after submission of the online application
  - 3.1.3. One recent, passport size, colored photograph of the applicant to be pasted on the Certification of Identification Form
  - 3.1.4. A photocopy of the applicant's valid identity card
  - 3.1.5. A Personal Statement describing interest in the specialty and career plans (only if applying to the Psychiatry and Emergency Medicine residency training programs)
  - 3.1.6. A Curriculum Vitae (CV) prepared within three months of the application
  - 3.1.7. Certified copy of the medical school transcript of record
  - 3.1.8. Certified copy of the Medical Degree (MD) (if applicable)
  - 3.1.9. Score reports of USMLE Step 2 CK (official score report) or IFOM CSE  
Certified copy of license to practice Medicine from the Lebanese Ministry of Public Health (if applicable and required only from Lebanese citizens)
- 3.2 *Non-AUB applicants to any of the programs are required to submit:*
  - 3.2.1. An online application form available on the GME website
  - 3.2.2. Certification of Identification Form, which will be emailed to the applicant after submission of the online application
  - 3.2.3. Two recent, passport size, colored photograph of the applicant
  - 3.2.4. A photocopy of the applicant's valid identity card and passport
  - 3.2.5. A Personal Statement describing interest in the specialty and career plans (only if applying to the Psychiatry and Emergency Medicine residency training programs)
  - 3.2.6. A Curriculum Vitae (CV) prepared within three months of the application

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- 3.2.7. Certified copy of the Medical Degree (MD) or if not applicable a Dean's letter from the Medical School from which the applicant is enrolled
  - 3.2.8. Certified copy of the medical school transcript of record
  - 3.2.9. A minimum of three letters of recommendation provided by faculty members who had an academic contact with the applicant
  - 3.2.10. Application fee (set by GME Office) and additional examination fees for applicants registering for the IFOM CS /BS Examinations.
  - 3.2.11. Score report of the USMLE Step 1 and USMLE Step 2 CK (Official transcript is to be provided from ECFMG)
  - 3.2.12. Score reports on the International Foundations of Medicine Clinical Science Examination (IFOM CSE) (if applicable)
- 3.3 *Any document not printed in English must be accompanied by an acceptable original English translation performed by a qualified translator. Each translation must be accompanied by an affidavit of accuracy acceptable to AUB.*

### 4. Selection Process and Criteria

- 4.1 Each residency program has a selection committee which consists at a minimum of the program director, one faculty member, program coordinator (non-voting member), and preferably a resident (Chief Resident when applicable).
- 4.2 This committee is responsible for participation in the interview process and the final ranking of applicants.
- 4.3 The GME office will forward all eligible applications to the respective program directors.
- 4.4 Initial screening: All applications will be screened by the program director and at least another member of the residency selection committee, on the basis of medical school grading, class standing, previous experience, USMLE/IFOM results, letters of recommendations, demonstrated commitment to the field, and publications.
- 4.5 Interviews:
  - 4.5.1. Selected candidates will be invited for a personal interview. At the discretion of the program director, this personal interview can be replaced by a telephone interview if travel to AUBMC presents a personal hardship to the applicant.
  - 4.5.2. The program must inform all candidates who are invited for an interview, in writing or by **electronic means, of the terms, conditions, and benefits of their potential appointment**, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which the Sponsoring Institution provides call rooms, meals, laundry services, or their equivalents. Programs will document that the candidate has received a copy of the agreement of appointment by obtaining their signature at the time of interview.





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- 4.5.3. It is recommended that each applicant be interviewed by at least two different members of the residency selection committee one of which is the program director or the associate program director. The interview allows in person confirmation of information provided in the written application. In addition, evaluations should be documented in writing on multiple parameters such as professionalism, aptitude, maturity, motivation, research and other scholarly interests, as well as communications skills.
  - 4.5.4. A structured or semi-structured interview process should be conducted in **English**.
  - 4.5.5. Confidential evaluations by each applicant interviewer blinded to the other(s) will be collected and reviewed by the selection committee, and become part of the application file.
  - 4.5.6. If applicable, selected candidates can also be invited for clinical examinations.
  - 4.5.7. Additional requirements can also be set provided that they are pre-approved by the GME office.
- 4.6 Final Selection:
- 4.6.1. Each program will set weighs for the various items used in the ranking of the candidates. This weigh ranking will be forwarded to the GME office for prior approval and will be made available to applicants prior to selection process.
  - 4.6.2. The program director in consultation with the residency selection committee will meet to review the completed applications and rank the candidates based on the information obtained from the initial application, interviews, and the clinical exam (when applicable). This final rank order list will be forwarded to the GMEC for review and approval.
  - 4.6.3. All the residency selection committee meeting(s) to select and rank candidates will be attended by a due process monitor assigned by the GME Office.

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## 5. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024