

University of Wisconsin Psychiatry Residency Guidelines for Evaluating and Selecting Residency Candidates

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The University of Wisconsin Psychiatry Residency is committed to recruiting and training physicians of the highest caliber. The process of evaluating and selecting candidates for the residency is meant to be equitable and accountable to the applicants as well as to the faculty and current residents. All participants in this process adhere to the rules and ethical guidelines set forth by the National Resident Matching Program (NRMP).

The Psychiatry Residency accepts applications through the Electronic Residency Application Service (ERAS). All candidates must submit a Dean's Letter (MSPE), at least two additional letters (one of which must be from a Psychiatrist), USMLE/COMLEX scores and Personal Statement. The Program Coordinator (PC) checks the Match status (via NRMP) of all candidates who are not U.S. medical seniors; any candidate who has a Match commitment is rejected. Based on a careful review of each application by the Program Director (PD) and PC, an applicant is either invited for an interview, placed on hold pending further information or declined an interview. For candidates transferring from another residency program, the PD, with the permission of the candidate, contacts the PD of the other program regarding the candidate's training, performance and professional integrity. Candidates with significant accomplishments in research may be invited to interview for the Research Track.

For international medical graduates, the following requirements apply:

- The applicant must be a U.S. citizen, permanent resident (with Green Card) or must be eligible for a J1 visa (UWHC does not accept H1B visas).
- USMLE Step 1 and Step 2 CK must have been completed with scores of at least 220 on the first attempt; Step 2 CS must have been completed with a passing score on the first attempt.
- U.S. clinical experience as a physician or physician-in-training is required. This includes at least three months of clinical experience at a U.S. hospital or outpatient clinic (at least one month in Psychiatry). The applicant must have one letter of recommendation from a supervisor of this experience, and the program may require additional letters. This clinical experience must have happened within the last two years prior to the application being submitted.
- ECFMG certification is required. No application will be reviewed prior to ECFMG certification.
- During interviewing, applicants may be asked to complete skill tests pertinent to the successful practice of psychiatry.

Qualified candidates are invited for a two-day visit to the Psychiatry Residency. The PC coordinates the visits. Prior to and/or during the visit, candidates receive written information describing the program's curriculum, compensation, benefits and vacation

and leave policies. Additional information is available via the residency's recruitment website, which is updated annually.

On the first evening of the visit, candidates meet residents, faculty (including the Chair) and each other in an informal event. During the second day, candidates are carefully matched with faculty and residents for a set of interviews. Candidates also tour various clinical sites. The PD meets each candidate and maintains contact after the visit via telephone, mail and e-mail.

The Residency Selection Committee (RSC) meets approximately weekly during the recruitment season to review each candidate. The RSC consists of the PD, the 2-3 Chief Residents and the PC. An additional resident is also invited to join the committee. The Chair and Vice Chair of Education serve as *ad hoc* members of the RSC. The RSC is directly accountable to the Residency Education Committee (REC), and the PD reports on the proceedings of the RSC at each REC meeting.

The RSC carefully vets each candidate and reviews: her or his academic record in medical school and beforehand; extracurricular activities, including involvement in the community; participation in research; personal statement; letters of reference; and formal evaluations by the faculty and residents who interview the candidate. The RSC assigns a preliminary quartile rank to each candidate, roughly corresponding to the following actions: (1) actively pursue this candidate and rank the candidate at top of the NRMP list, (2) rank this candidate, (3) accept this candidate only if more qualified candidates are not available and (4) do not rank this candidate. The PD maintains close contact with candidates in the first quartile and with candidates who are University of Wisconsin Medical School students. The PD and PC are responsive to and respectful of all candidates irrespective of ranking.

At the final RSC meetings, the quartile rank list is converted into a more detailed rank-order list for submission by the PD to the NRMP. Candidates must have passed USMLE or COMLEX Steps 1, 2 CK and 2 CS prior to starting the residency; not having passed may be grounds for not ranking a candidate.

The residency accepts residents into PGY1 positions via the NRMP Match. This includes fourth-year medical students at U.S. allopathic and osteopathic medical students, and all international medical graduates. The only exceptions are (a) qualified U.S. medical graduates who are currently in or have completed another residency program and who are not participating in the Match, to whom the RSC may elect to offer positions outside the Match and (b) U.S. medical seniors who, because they are off-cycle, are not participating in the Match.

The entire residency selection process is reviewed annually by the REC to ensure its quality and integrity. Candidates are asked to evaluate their experience of the interview process using an anonymous feedback form; the REC reviews these results as well.

These guidelines are consistent with the UWHC Policy on Residency Selection and Appointment.