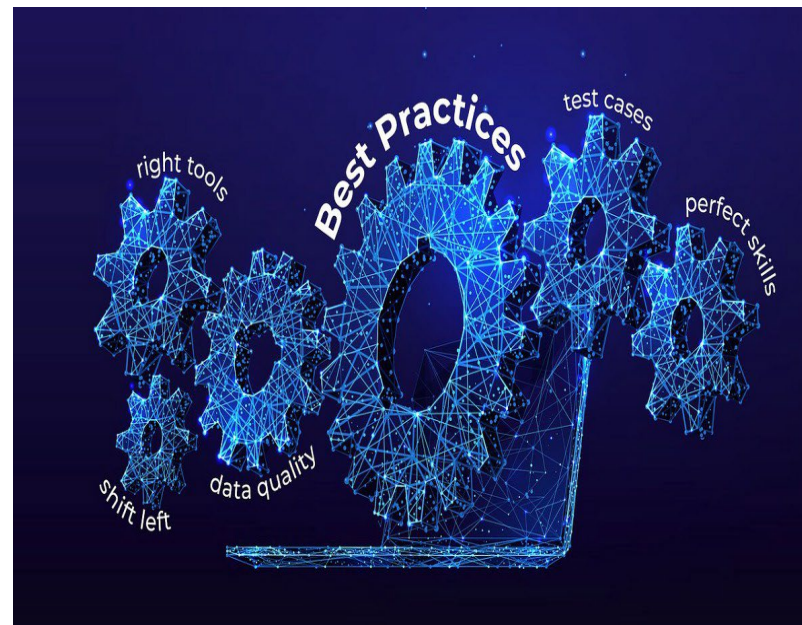


# Best Practices Tips

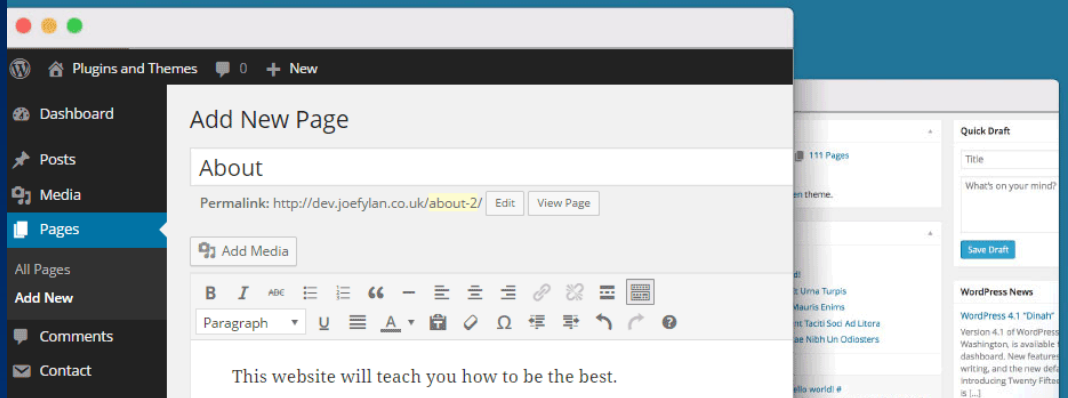
By: Tasha Graham, MBA,C

- TAGME



# Tip #1: Review Your Program's Website

- ACGME Residency and Fellowship programs should develop common interview standards that include clear communication on their website, social media, and other relevant platforms regarding the branding and culture of the program that aligns with applicants desired training experience.
  - Review your programs website to ensure all posted program information is relevant and upto-date.
  - Remove all outed information from website/webpage.
  - Evaluate the website to see if the program's Mission Statement is clear and visual to all applicants.
- ACGME Residency and Fellowship programs should include describing their communication process on their program's website
  - For example– the program could display their process for communicating interview status with applicants (invitation, waitlist, or rejection).



## Tip # 2: Terms and Conditions of Appointment



- All applicants invited to interview for ACGME accredited programs must be notified of the following:
  - ACGME Requirements:
    - IV.B.3. An applicant invited to interview for a resident/ fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant’s eventual appointments. (Core)
      - IV.B.3.a) Information that is provided must include:
        - ❑ IV.B.3.a).(1) stipends, benefits, professional liability coverage, and disability insurance accessible to residents/ fellows; (Core)
        - ❑ IV.B.3.a).(2) institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence; and, (Core)
        - ❑ IV.B.3.a).(3) health insurance accessible to residents/ fellows and their eligible dependents. (Core)

## Tip # 2: Terms and Conditions of Appointment



- The “Terms and Conditions of Appointment Letter” is located on the UF GME website under Institutional Policies and Procedures. Please provide a copy of this letter and the GME 403 Leave from Training Policy to all invited applicants. NRMP requires that ResidencyMATCHing programs document notice of receipt. The GME office advises and recommends that ALL programs (residency/fellowship) document to be in compliance with ACGME requirements.
  - Programs who use the recruitment tool Thalamus can download an “email confirmation list” documenting that you have sent the “Terms and Conditions of Appointment Letter” to applicants.
  - Programs who do not use the recruitment tool Thalamus should have the applicant sign the “Terms and Conditions of Appointment Letter” and receive a copy of signed letter back to you to keep on file. Programs must add or input your own program/department signature line or send the letter through DocuSign to obtain signatures.
- **UF GME Website** <https://gme.med.ufl.edu/graduate-medical-education/program-directors-corner/gme-policies-and-procedures/>

**Tip # 3: Provide training for faculty on strategies to mitigate implicit bias in interviews and on appropriate interview and post-interview communication.**

Faculty involved in interviewing applicants should receive education on implicit biases influencing the interview process.

Residency and Fellowship programs should conduct annual faculty training to all members participating in interviewing applicants on appropriate interview and post-interview communication to minimize inappropriate communications on behalf of the program.

Faculty interviewers may inadvertently violate match agreements by inquiring into such topics as rank order lists, locations of other interviews, or geographic preference questions.

Post-interview communication also has the potential to create confusion and stress for applicants, and can be perceived as coercive or disingenuous.

Develop an Interview Taskforce to help create a faculty interviewing training reference sheets or interviewing strategies guidelines, and get involvement from the group with developing a standardize rating system for your program.

## Tip # 4: After the Interview is over... What's Next?

- Provide the applicants with information on what they can expect going forward:
  - Programs should communicate interview status with their applicants, including anticipated dates and times of when this communication will occur.
  - Program should provide contact information to all applicants, so they know who to reach out to after the interview in case applicants have any additional questions.
  - Have applicants complete a program interview survey (set-up Qualtrics survey, doodle poll, google form survey, MS teams survey) to gain insight or data on how the interviewing process could be improved for your program.

