**Phase 1 – Minimum Requirements**

Residency Coordinator will review and sort all applications using the following criteria:

**Minimum Requirements**:

* Quality School: US, Canadian, Australian, UK, Ben-Gurion, Poznan, Ross, St. George, Saba, American University Caribbean (AUC), Medical Schools recognized by the Medical Board of California
* Pass USMLE or Comlex equivalents within one attempt
* < 1 Year Between Med School Graduation and Residency Matriculation
* Have 6 weeks clinical experience in FM
* Have 2 LORs, 1 from FM

**Rejection Criteria:**

* Medical Schools not recognized by the Medical Board of California
  + Spartan St. James
  + St. Kitts
    - University of Medicine and Health Sciences
    - Windsor University School of Medicine
  + St. Matthews
  + Xavier
* USMLE Part I and Park II CK fail within one attempt
* Graduated prior to June 2021

Residency Coordinator to Enter into ERAS while reviewing

|  |  |  |  |
| --- | --- | --- | --- |
|  | Score | Weight | Weighted Scores |
| **Graduation Type** |  | 1 |  |
| US Grad | 4 |  | 4 |
| Foreign Medical Grad | 1 |  | 1 |
| **Graduation Date** |  | 1 |  |
| Current Academic Year | 3 |  | 3 |
| 1 Year Out (before 6/2022) | 0 |  | 0 |

**Phase 2 – Initial Application Scoring**

Program Director, Associate Program Director, Faculty and Residents assigned will review and score all applications that have passed Phase 1 using the following matrix:

Note: scores can be given between these levels, can give 0.5 scores. This is just a guide

|  |  |  |  |
| --- | --- | --- | --- |
|  | Score | Weight | Weighted Scores |
| **Commitment to Rural/Underserved** |  | 3 |  |
| Significant examples of commitment to rural   * Medical Mission Trips * National Health Scholar * RUOP/TRUST/Rural Health Program in School * Contribution to Multiple Underserved Organizations (e.g. free clinics) * Discussed in Personal Statement | 3 |  | 9 |
| Moderate examples of commitment to rural   * Some groups (underserved/rural interest groups, etc.) | 2 |  | 6 |
| No examples of commitment to rural | 0 |  | 0 |
| **Gaps in Education** |  | .5 |  |
| No Gaps or Gap with significant reason (Family/Personal Emergencies, etc.) | 2 |  | 1 |
| Minimal gap: Gap for remediation purposes/retaking step exam | 1 |  | .5 |
| Significant Gaps: Gaps with no explanation | 0 |  | 0 |
| **MSPE Review/Academic Review** |  | 2 |  |
| Excellent: positive comments/honors/no fails | 3 |  | 6 |
| Average: generic comments, no red flags, no fails or only fail in pre-clinical rotations, (fail step 1 but strong step 2 or strong clinical rotations) | 1 |  | 2 |
| Poor: failed rotations, red flags in comments, failed step 2, or failed step 1 and very low on step 2 | 0 |  | 0 |
| **Letter of Recommendation** |  | 2 |  |
| Excellent: personalized letter demonstrating actual knowing candidate, listed as top 10-25% of students | 3 |  | 6 |
| Average: generic comments | 1 |  | 2 |
| Poor: mentions other specialty, any negative comments | 0 |  | 0 |
| **Commitment to Family Medicine/Leadership** |  | 1 |  |
| Excellent: interest demonstrated in personal statement, organizations demonstrating leadership or interest in Family Medicine | 2 |  | 2 |
| Average: more generic personal statement, minimal involvement in organizations demonstrating leadership or interest in Family Medicine | 1 |  | 1 |
| **Journey Score** |  | 2 |  |
| Examples: Indication of Adversity, first time college graduate, underrepresented group in medicine, BIPOC | 2 |  | 4 |
| **Scored Tiers** |  |  |  |
| Tier 1 – Interview | 22 |  | 35 |
| Tier 2 – Waitlist | 11 |  | 21 |
| Tier 3 – No Interview | 2 |  | 10 |

**Phase 3 – Invite to Interview**

Residency Coordinator and/or Manager will invite applicants all Phase 2 Tier 1 applicants.

Tier 2 will be placed on a waitlist. If schedules open up, Coordinator will invite applicants from Tier 2

If needed, Tier 3 can be revisited for further invites.

**DNI (Do Not Invite)** – This status is found under the status tab. Please only use if there is something

**Phase 4—post interview:**

Coordinator adds into Thalamus: Supplemental Questions – Returned 2, Not Returned 0

***Residents - Practice Management Curriculum***

* R1s-R3s assigned 1/2 day as appropriate to rotation to review applications
* Interviewing