

**Department of Physical Medicine and Rehabilitation  
Residency Program Policy - Resident Selection Criteria and Recruitment Process  
Number P.1**

**Date Developed 6/5/99**

**Last Review/Revision: 6/18/2009**

In accordance with the UAMS COM GME Committee Policy on Recruitment and Appointment the following describes the eligibility requirements, the selection criteria and the procedure for appointment to the PM&R program.

The PM&R Residency program uses both objective and subjective criteria to select applicants. The Program Director and Departmental Chairperson are responsible for selection and appointment of residents to the program. The application process meets all requirements of the Equal Employment Opportunity and the Americans with Disability Acts and does not discriminate with regard to sex, race, age, religion, color, national origin, disability or veteran's status. The criteria and processes for resident selection follow:

**Application Process**

1. Applicants should visit our web-site at [www.uams.edu/pmr](http://www.uams.edu/pmr) - click the Application for Residency link.
2. The program only accepts applications via Electronic Residency Application Service (ERAS) from applicants who are participating in the PM&R matching program (e.g., National Resident Matching Program (NRMP)).
3. Only applications submitted through ERAS, which submits application materials from applicants and medical schools to the program director using the Internet, will be considered.

**PGY-2 Process**

1. Applicants should visit our web-site at [www.uams.edu/pmr](http://www.uams.edu/pmr) - click the Application for Residency link.
2. The program only accepts applications via Electronic Residency Application Service (ERAS) from applicants who are participating in the PM&R matching program (e.g., National Resident Matching Program (NRMP)).
3. Resident Selection and Evaluation Committee reviews all information and decides which applicant(s) are qualified for the position.
4. Committee determines priority order for offers.

**Eligibility**

All applicants must meet the following eligibility requirements:

1. Ability to carry out the duties as required of the PM&R program.
2. Proficient in the English language to include reading printed and cursive English, writing (printing or typing) English text, understanding spoken English on conversational and medical topics, speaking English on conversational and medical topics as determined by the program director and/or selection committee.
3. Meet one of the following qualifications:
  - a. Graduate of a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME).
  - b. Graduate of a college of osteopathic medicine in the United States or Canada accredited by the American Osteopathic Association (AOA).

- c. Graduate of medical school outside the United States who has completed a Fifth Pathway program provided by an LCME-accredited medical school.
  - d. Graduate who holds a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction
  - e. Graduate of a medical school outside the United States or Canada with the following qualifications:
    - A currently valid certificate from the Education Committee for Foreign Medical Graduates (ECFMG), or
    - A full and unrestricted license to practice medicine in a U.S. licensing jurisdiction
4. The ability to reside continuously in the U.S. for the length of training.

### **Selection**

1. Applications are downloaded from ERAS and reviewed for eligibility and completion by the program coordinator. The following information must be received before the application will be considered and before an applicant is invited for an interview: medical school transcript, personal statement, curriculum vitae, citizenship status, and three letters of recommendation.
2. Once an applicant has been found to meet minimal selection criteria, the program coordinator distributes applicant information to selection committee members for review.
3. The selection committee selects applicants to interview.
3. An applicant invited for an interview should review and be familiar with the terms, conditions and benefits of appointment (and employment) including financial support, vacation, professional leave, parental leave, sick leave, professional liability insurance, hospital and health insurance, disability insurance, and other insurance benefits for the resident and their family, and conditions under which living quarters, meals and laundry or the equivalents are provided. This information will be provided to all interviewed candidates on the date of interview. Applicants can also access much of this information through the UAMS Resident Handbook at [www.uams.edu/gme/toc.htm](http://www.uams.edu/gme/toc.htm).
4. The interview consists of at least a half day with a minimum of two one-on-one interviews with faculty members, tours of UAMS and/or other facilities where residents will rotate, and at least two resident representatives meet with the applicant during dinner or lunch or during tours of the facilities.
5. Residents and faculty who interact with the applicant are encouraged to complete a written evaluation form to assess communication skills, clinical performance (if applicable), and personal qualities.
6. Criteria for selection include:
  - Confirmation of eligibility requirements
  - Performance on standardized medical tests
  - Overall academic performance in medical school (or in former/current residency for PGY-2 and above)
  - Recent clinical training or experience
  - Demonstrated ability to choose goals and complete the tasks necessary to achieve those goals
  - Maturity and emotional stability
  - Honesty, integrity and reliability
  - Lack of history of drug or alcohol abuse
  - Demonstrated interest and motivation to pursue a career in the specialty of PM&R
  - Prior research and publication experience
  - Verbal and written communication skills

To determine whether and to what degree applicants meet the above selection criteria, several sources of information are reviewed and considered including:

- A. Letters of recommendation from faculty or former/current Program Director for PGY-2 and above
  - B. Dean's letter
  - C. Medical school transcript
  - D. Personal statement
  - E. Communications with the residency program coordinator, program director, and faculty interviews
  - F. The ability to reside continuously in the US for the length of the training
7. Following the interview, the Program Selection Committee (Program Director, Program Coordinator, at least 2 members of the Faculty, and Chief Resident(s)) reviews the applicant's file and written interview evaluations and ranks the applicant based on the criteria above.
  8. Following completion of discussion by the Program Selection Committee, the Program Director compiles a final rank list in priority order for submission to the NRMP.

Upon verification by the Program Director that the applicant has met eligibility requirements, completed the application process, and been selected according to established criteria, the applicant will begin the process of appointment and registration with the College of Medicine. An applicant is considered fully appointed and registered **only after all** of the following documents have been completed and returned to the Director of Housestaff Records. Once the Director of Housestaff Records has received all the documents, the applicant is registered in the payroll system to receive a stipend and may begin the residency program.

1. Documentation of a negative drug test
2. Verification of successful graduation if previously anticipated (e.g., final transcript, letter from registrar, copy of diploma, currently valid ECFMG certificate, if applicable)
3. All of the following with valid signature:
  - a. Resident Agreement of Appointment (contract)
  - b. Medical Records Agreement
  - c. Attestation acknowledging receipt of GME Committee policies and procedures
  - d. Confidential Practitioner Health Questionnaire
  - e. Employee Drug Free Awareness Statement
  - f. Housestaff Medical Screening Form
  - g. Post Doctoral Medical Education Biographical Form

Accepted/Appointed residents should report to UAMS by the start of the new resident orientation. Residents that cannot report to start their residency by July 1 of the academic year will forfeit their appointment.