

**West Virginia University School of Public Health**  
**Graduate Medical Education Policy on Resident Recruitment and Selection**  
*(IV.A.1, IV.A.2, IV.A.2.a-c, IV.A.2.c) (1-3), IV.A.3*

Applications for a position in the West Virginia University Preventive Medicine Residency Programs are evaluated in accordance with the established residency selection process, as outlined below, and must meet all Institutional, Common Program and Preventive Medicine residency eligibility and selection criteria.

**Recruitment**

General information and residency program requirement information are available by request at any time. Updated information for both programs will be maintained or can be accessed from:

- The American College of Preventive Medicine (ACPM) <http://www.acpm.org>
- The Accreditation Council for Graduate Medical Education (ACGME): <http://www.acgme.org>
- The West Virginia University School of Public Health: <http://publichealth.hsc.wvu.edu/>

Updated information for the Occupational Medicine program will also be maintained or can be accessed from:

- The Association of Occupational and Environmental Clinics <http://www.aoec.org/training.htm>
- The American College of Occupational and Environmental Medicine <https://www.acoem.org>

**Eligibility**

Each applicant must have:

- Graduated from a medical school in the US or Canada, accredited by the Liaison Committee on Medical Education (LCME), or
- Graduated from a college of osteopathic medicine in the US, accredited by the American Osteopathic Association (AOA), or
- Graduated from a medical school outside of the US or Canada, and meeting one of the following additional qualifications:
  - Hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment
  - Hold a full and unrestricted license to practice medicine in a US licensing jurisdiction in his or her current ACGME specialty/subspecialty program, or
- Successful completion of at least 12 months of clinical education in a residency program accredited by the ACGME, the Royal College of Physicians and Surgeons of Canada, or the College of Family Physicians of Canada with at least 10 months of direct patient care in both inpatient and outpatient settings prior to entry into the program
- Evidence of competency in the fundamental clinical skills of obtaining a comprehensive medical history, performing a comprehensive physical examination assessing a patient's medical conditions, making appropriate use of diagnostic

studies and tests, integrating information to develop differential diagnosis; and developing, implementing, and evaluating a treatment plan.

- Special skills or experience of significance to Preventive Medicine
- Successful completion of all three steps of the USMLE exam
- Effective communication skills, high professional ethics and appropriate mannerisms.
- Reasonable expectations and a professional direction, if not specific objectives
- Willingness to travel to practicum sites.

## **Applications**

Civilian candidates for both programs must submit applications through the Electronic Residency Application Service (ERAS). In exceptional circumstances, applications outside of ERAS will be considered but require all the same elements and verifications as ERAS as well as prior approval by the Designated Institutional Official. Each applicant's credentials and qualifications will be reviewed by the respective Program Director and Program Manager to determine a list of eligible candidates for each program to invite for interviews.

## **Interviews**

Interviews are scheduled on a rolling basis and are held in-person, although the Program Director may use videoconferencing for applicants unable to travel to Morgantown. In addition to interviews by the respective Program Director and Manager, applicants will be interviewed by core faculty, current residents, and one representative of CDC/NIOSH subject to availability. Each interviewer will complete a standardized Residency Candidate Evaluation Form providing ratings on a 5-point scale related to spoken English, interpersonal skills, four behavioral questions tied to the ACGME core competencies, dedication to training in the field and an overall impression.

Candidates are sent an Application for Resident Physician Interview form to complete and return prior to their interview. On the day of their interview, all candidates will receive a packet of information including copies of:

- Resident contracts (which outlines the salary, duration of appointment, responsibilities, supervision and suspension information)
- State of West Virginia medical licensure requirements
- An explanation of malpractice insurance coverage
- Reference to all program policies and procedures

## **Selection**

The Program Director and Manager, in consultation with core faculty, will place applicants into a rank order taking into account preference, qualifications, adherence to the selection criteria, and interview assessments. Preference is given to civilian candidates who are likely to remain in the Appalachian

region or other underserved rural areas. For applicants whose training is supported through the military, the programs will follow the applicable process of matching to a residency. The programs do not use the National Resident Matching Program for civilian applicants.

#### I. Occupational Medicine

The Occupational Medicine program follows a process mutually agreed-upon by all Occupational Medicine Program Directors in an effort to allow civilian candidates a fair consideration of any and all offers of acceptance which includes:

- A common date for which programs may first notify an applicant of acceptance. The specific date varies each year but is usually in mid-December and is mutually agreed-upon in advance.
- No applicant may be required to make a response or acceptance for a specified period (usually one business day) after notification of acceptance.
- Applicants should be free, and encouraged, to accept or decline an offered position within the specified period.
- Programs may extend additional offers of acceptance at any time after the uniform acceptance date, if their initial offers are declined or they still have available positions.
- After the agreed upon time period for acceptance of an offer, any specific deadline for a response to an offer of acceptance is at the discretion of the individual Program Director.
- The program may rescind an offer that is not accepted after the agreed-upon time period and offer it to another candidate.

Applicant offers are made by email and phone. If a candidate accepts, he/she is asked to submit in writing (via email) a confirmation of acceptance. Once a written confirmation is received, the Program Manager will proceed through the hiring process.

#### II. Public Health – General Preventive Medicine

The Public Health – General Preventive Medicine program will use the ACPM's GPM/PH Standardized Acceptance Process (SAP) for civilian applicants. The program may extend additional offers of acceptance directly to candidates outside of SAP at any time after the date of all relevant SAP deadlines, if initial offers have been declined or positions remain available.

Approved by GMEC February 5, 2016  
Revised and Approved by GMEC: July 17, 2018