

Central Washington Family Medicine Residency Program Resident Recruitment Policy and Procedure

Purpose: To ensure nondiscrimination in the recruitment of resident physicians.

Policy: *The Central Washington Family Medicine Residency Program (CWFMR) recruits a diverse group of residents from accredited domestic and international medical schools. No aspect of the application process is influenced in any manner by race, color, religion, gender, sexual orientation, age, national origin, or physical or mental disability unless the work environment might impede the applicant's health or the applicant's disability might adversely affect his/her ability to meet performance standards.*

Procedure: CWFMR accepts only those applications transmitted via the Electronic Residency Application Service (ERAS) for the National Resident Matching Program (NRMP). Applicants are individually considered and invited to interview based on criteria compatible with the community health center's mission of service and education. Eligibility requirements, required documentation and application deadlines are published on the residency website.

1. The CWFMR Recruitment Coordinator monitors all incoming applications for eligibility and completion of documentation and communicates with applicants regarding any missing documentation.
2. When all documentation is complete, the applicant's file is forwarded to the designated screener for review and decision regarding interview status.
3. Assigned interview status is recorded and applicants are notified of interview status.
4. Interview days are assigned as available and applicants are provided with information regarding video/conferencing platform, the interview day schedule, etc.
5. A standardized interview schedule and process is designed for each interview season.
6. Applicants are ranked based on the perception of fit with the program as defined by the strength of their clinical/ technical, performance, interpersonal, communication, professionalism, and academic competencies.