

**Department of Pediatrics  
Graduate Education Programs**

Subject: Department of Pediatrics Residency Selection Policy

Date: September 12, 2000

Approved: Stephen Wadowski, MD  
Pediatric Residency Program Director

Without regard to race, gender, sexual orientation, color, creed, age, national origin, religion, marital status, or physical disability, the selection process is as follows:

- 1) Beginning August 1999, all residency program applications to Pediatrics and Medicine/Pediatrics will be accepted via the AAMC Electronic Residency Application System;
- 2) all applications received are reviewed by the Program Director for undergraduate medical experience (school, year of graduation, class standing), course grades, standardized exam grades (USMLE Step 1 and/or Step 2), postgraduate experiences, if applicable, and recommendations;
- 3) acceptable applicants are identified based on graduation from an LCME accredited school, osteopathic school, U.S. citizenship or good standing in a non LCME accredited school recognized by the WHO and acceptable to ECFMG with USMLE Step I and Step II scores averaging \_\_ or better and passing the TOEFL and obtaining an ECFMG certificate; applicants who possess exceptional clinical, research or personal experiences or qualifications are also considered; beginning this year, applicants not previously ECFMG certified will be expected to take and pass the Clinical Skill Assessment for ECFMG;
- 4) candidates are then offered the opportunity to come for personal interviews; interviewers are not given strict guidelines for evaluation, but are instructed to evaluate candidate's maturity, professionalism, appearance, demeanor, knowledge, communication skills, reason for interest in pediatrics, basis for interest specifically in this program, and anticipated post-training plans; candidates are also interviewed briefly by either the program director or associate program director
- 5) applications and interview reports are subsequently reviewed by a team of 2 additional faculty members; reviewers score each component of the application including the school transcript, Dean's letter, letters of recommendation, and personal statement using a standard scoring system;
- 6) composite scores are generated based on elements in item 4 as well as performance on standardized examinations (i.e. USMLE); applicants are generally ranked based on composite score and necessary adjustments.
- 7) In order for a candidate to be appointed to a residency position, he/she must be credentialed in compliance with New York State Health Code (part 405.4) and present the following documentation: Completed application form, original medical school diploma, official medical school transcripts, two letters of reference, proof of citizenship or legal employment status, and for all IMGs, current and valid ECFMG Certificate.