

Policy: Recruitment, Selection and Promotion	Effective Date: 01 /24/ 2024
Policy Number: 8	Policy Version: V3
Scope: All GME Applicants & trainees	Next Review Date: TBA

I. Purpose of the Policy

This policy defines the criteria for recruitment, selection, promotion and/ or renewal of a trainee's appointment to all residency or fellowship program at LAU.

II. Policy Scope

The policy applies to Trainees in all graduate medical education programs.

III. Definition

Trainee: Any physician in an LAU graduate medical education program including Trainees and Fellows.

IV. Policy Statement

1. General

Each program that selects/promotes/reappoints trainees has in its curriculum an outline of the necessary criteria regarding the selection and promotion of trainees to a higher level of training.

Trainees must meet the academic standards and curricular requirements of the program in order to be selected, reappointed and promoted.

2. Eligibility and Selection Criteria

a. Eligibility and Required Documents

All applicants to the GME programs should hold a Medical Diploma granted by an institution that is listed in the International Medical Education Directory (IMED) and acknowledged by the Lebanese Ministry of Higher Education and have English proficiency level in accordance to University English Criteria.

Applicants should possess the following qualities to be able to perform the essential functions of the specialty and meet the standards of the curriculum:

- Ability to learn and function in a variety of settings.
- Critical thinking skills
- Emotional stability and maturity
- Empathy for others

✓ *Required documents*

- GME application posted on MyEvaluation platform. To access the platform, to contact the GME office to get the credentials needed for your access.
- A photocopy of the applicant's valid identity card or passport.
- Curriculum Vitae (C V) prepared within three months of the application.
- Personal Statement describing their interest in the specialty.

- Certified copy of the Medical Degree (MD) or if not applicable, a Dean's letter from the Medical School from which the applicant is enrolled.
- Certified copy of the medical school transcript of record.
- A minimum of three letters of recommendation provided by faculty members who had an academic contact with the applicant
- Two recent, passport size, colored photograph of the applicant.

✓ *Qualifying Examinations*

Score reports of the following:

- USMLE Step Two Clinical Knowledge, or its equivalent, International Foundations of Medicine Clinical Science Examination (IFOM CSE).
- USMLE Step One or its equivalent, or its equivalent, International Foundations of Medicine Basic Science Examination (IFOM BSE).

✓ *Required Proof of English Proficiency*

For graduates of non-American medical schools, score report of performance on one of the following English Language Proficiency examinations is requested.

Qualifying examinations and minimum qualifying scores include any of the following:

Test Name	Minimum passing score accepted
Internet-based TOEFL (IBT)	90
English Entrance Exam (EEE)*	123
International English Language Testing System (IELTS)	7
Duo Lingo	125
Occupational English Test (OET)	350 (Averaged score)

- Applicants who score below the scores mentioned above will not be accepted.
- Candidates interested in taking the EEE should check the website <https://www.lau.edu.lb/apply/exams/> or contact the testing center for the available EEE dates.
- The registration for the EEE is online.

b. Selection

- Applications are screened for completeness and to ensure that the eligibility criteria are met.
- Complete applications are then shared with program directors for review, ranking and shortlisting based on an Application Evaluation Form.
- Shortlisted applicants are invited for interviews where each applicant gets interviewed by at least 2 committees with members include the PD, faculty from the department and at times senior level trainees. Each committee member completes an Interview Assessment Form (Annex A) that constitutes the second part of the Application Evaluation Form, which includes several criteria each with a weight that is department specific.
 - The evaluation scores are then added and the results are shared with the faculty and the chair of the respective programs and hence the GME office.
 - Acceptances are sent out based on acceptance/waiting list devised based on the application evaluation results.

- The graduate medical education office is committed to ensure equal opportunities for all applicants and nondiscrimination in the recruitment and selection process.

c. Recruitment & Onboarding

- The academic year starts the second Monday of June.
- The first week is dedicated for GME orientation (Annex B) & contracts signature.
- Department-specific orientations are held the last day of the GME orientation week.

N.B.: Applicants who have not submitted their MD degrees during the admission process, will do so during the month of June, except for Lebanese University graduates, who won't have their degrees until they finalize their theses. These accepted residents are required to submit their MD diplomas latest by the end of the PGY2.

3. Promotion Criteria

Promotion of trainees is decided by the Clinical Competency Committee (CCC). The decision is based on collection of various data pertaining to trainees including but not limited to: 360 degree assessments, completion of logbook, conference attendance, meeting the 6 requisite competences and attaining the predefined milestones for the level of training. The CCC completes an assessment template shared by the GME is shown in Annex A.

Candidate:

Interviewer:

Department:

Date:

The highest number in any category indicates the best rating.

SUPPORTING MATERIALS SCORING RANGE RATING (30%)

- Letters of Recommendation 1-3 ____
- Personal Statement 1-3 ____
- Curricular Activities (electives, research, publications, conferences, presentations) 1-3 ____
- Extracurricular Activities 1-3 ____
- Choice Rank 1-3 ____

ACADEMIC PERFORMANCE (40%)

- IFOM score 1-5 ____
N.B.: either the applicant has IFOM and/or USMLE score
- USMLE step 2 1-5 ____
- Rank in class Top 5%; 20%, 50%; 70%; below 70% 1-5 ____
- Grades 1-5 ____

N.B.: in case no rank is available, grades will count 20%

INTERVIEW (30%)

- Presentation (presentable & tidy) 1-3 ____
- Command of English/Arabic 1-3 ____

- Communication Skills 1-3____
- Specialty understanding/interest in specialty (low-medium-high enthusiasm)
1-3____
- Personality and Character (pleasant, transparent, respectful, polite, consistency with his personal statement) 1-5____
- Would you enjoy teaching this applicant? 1-5____

Comments:

Annexe B

GME Orientation

Day: 1

GME & Hospital Orientation		
Venue: TBA		
Topic	Time	Speaker (TBA)
Meet & Greet-Coffee Break	8:00-8:30a.m.	
Welcome Note	8:30-8:40a.m.	
Introduction- LAU Residency Programs	8:40-9:00a.m.	
St. John Hospital orientation	9:00-9:20a.m.	
LAUMCRH Resources & Facilities	9:20-9:40a.m.	
GME Policies & Procedures MyEvaluation Platform Introduction	9:40-10:00a.m.	
Health Care-Coverage	10:00-10:30a.m.	
Fire Safety	10:30-11:30p.m.	
Emergency preparedness plan	11:30-12:00p.m.	
Infection Control Principles	12:00-1:00p.m.	
<i>Lunch Break</i>	<i>1:00-1:30p.m.</i>	
Patient safety, Reporting & communication tools	1:30-2:00p.m.	
LAUMC-RH live tour	2:00-3:00p.m.	

Day 2:		
GME & Hospital Orientation		
Venue: TBA		
Topic	Time	Speaker
Coffee Break	8:00-8:30a.m.	
Structure & Hierarchy System at LAUMCRH	8:30-9:00a.m.	
Medication Reconciliation	9:00-9:30a.m.	
Rules & requirements for Medical Records	9:30-10:00a.m.	
Medical Records & Communication	10:00-11:00a.m.	
Trainees Burnout	11:00-11:30a.m.	
Sexual Harassment	11:30-12:00p.m.	
<i>Lunch Break</i>	<i>12:00-1:00p.m.</i>	
Infectious Control Workshop	1:00-2:00p.m.	
Ethics & Professionalism	2:00-3:00p.m.	
IRB	3:00-3:30p.m.	

Day 3 & 4:		
Sessions	Time	Venue
SAP Training & Basic skills workshop-	1:00-4:00p.m.	