

Policy Title: Recruitment, Selection and Promotion Policy	Policy Number: SOMGME-018
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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 programs at the Lebanese American University (LAU).

II. Policy Scope

The policy applies to trainees in all LAU Graduate Medical Education (GME) programs.

III. Definition

Trainee: Any resident or fellow in an LAU GME program.

IV. Policy Statement

Each program that selects/promotes/reappoints trainees must have in its curriculum an outline of the necessary criteria regarding the selection, promotion, and/or renewal of a resident's/fellow's appointment under the oversight of the GME committee (GMEC).

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

In addition to good academic credentials, all applicants and current trainees must be able to meet the below technical standards. These standards are important requirements of LAU GME programs for trainees to perform essential functions and graduates to be ready for independent practice:

- A. **Communication:** Trainees must be able to adequately speak and hear and to communicate effectively both orally and in writing with all members of the healthcare team. They must be able to appropriately complete medical reports and other documentation in an efficient and timely matter.

- B. Sensory and motor skills: Trainees must possess sufficient sensory and motor function to provide proper medical care to patients (observation, physical exams, performing procedures if applicable to the specialty, following-up on patients).
- C. Intellectual abilities: Trainees must be able to incorporate new information from all team members and to possess good judgement in assessment and formulating treatment plans. They must have the ability to learn and function in a variety of settings. They should have critical thinking skills and preparedness.
- D. Behavioral and Social attributes: All trainees must be able to develop mature and effective relationships with colleagues, staff, and patients and must be able to function effectively in stressful conditions. They must also be able to adjust to changing environments, display flexibility, and accept appropriate criticism. They should have empathy for others.

Applicants and trainees who cannot meet the above technical standards may be denied admission to or excluded from their program on that basis.

V. Recruitment and Selection

A. Eligibility and Required Documents

1. All applicants to the GME programs should hold a Medical Diploma granted by an institution that is listed in the [World Directory of Medical Schools \(WDMS\)](#) and acknowledged by the Lebanese Ministry of Higher Education and have English proficiency level in accordance to the university's English criteria as mentioned below.
2. All submitted documents should be uploaded on the digital platform. Applicants need to contact the GME office at the time of application to get the credentials needed to access the platform at the following address. GME office contact details are available on the GME website.

Important dates concerning application opening and closure can be accessed on the GME website.

Required Documents:

1. GME application to be filled and submitted on the platform itself
2. A photocopy of the applicant's valid Identity Card or passport
3. Curriculum Vitae (CV) prepared within three months of the application
4. Personal Statement
5. Certified copy of the Medical Degree (MD) or if not applicable, a Dean's letter from the Medical School where the applicant is enrolled
6. Certified copy of the medical school transcript
7. A minimum of three letters of recommendation provided by faculty members who have had a significant academic contact with the applicant
8. A recent colored photograph of the applicant
9. Judicial record

Qualifying Examinations:

For all applicants, score reports of the following:

1. USMLE Step 2 Clinical Knowledge, or its equivalent the International Foundations of Medicine Clinical Science Examination (IFOM CSE).
2. USMLE Step 1, or its equivalent the International Foundations of Medicine Basic Science Examination (IFOM BSE).

Required Proof of English Proficiency:

For graduates from medical schools that do not follow an American system, 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)
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1. Applicants whose scores on the English tests fall below the scores mentioned above will not be accepted.
2. 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.
3. Registration for the EEE is online.

B. Selection process

1. Applications are screened for completeness by the GME office to ensure that the eligibility criteria are met.
2. After ensuring that all documents needed for the completion of the first two sections of the Application Evaluation Form are uploaded, the GME office then shares the files with program directors for their review, ranking and shortlisting.
3. Shortlisted applicants are invited for interviews where each applicant gets interviewed by a selection committee with members including the Program Director (PD), faculty from the department, and at times senior level trainees. Each committee member completes a program-specific Interview Assessment that constitutes the third part of the Application Evaluation Form.
 - The evaluation scores are then added, and the results are shared with the faculty and the chair of the respective programs and then with the GME office.
 - Acceptances are sent out based on acceptance/waiting list devised based on the application evaluation results.
4. All candidates invited to interview for GME positions in accredited programs will be informed of the terms, conditions, and benefits of their appointment by encouraging them to access the link to the GME policies that is added to the invitation email.
5. The GME office is committed to ensure equal opportunities for all applicants and nondiscrimination in the recruitment and selection process with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status in alignment with institutional goals and ACGMEI standards.

C. Recruitment and Onboarding

The academic year starts the second Monday of the month of June. The first week is usually dedicated for GME orientation and contracts signature. Each program will also hold program-specific orientation sessions, usually on the last day of the GME orientation week.

N.B.: Applicants who do not submit their MD degrees during the application process, will do so during the month of June, except for the Lebanese University graduates, who won't have their degree until they finalize their thesis. These accepted residents are required to submit their MD diplomas by maximum the end of their Post Graduate Year 2 (PGY2) level.

VI. Promotion

A. Evaluations

Evaluations are an integral part of a trainee's assessment and criteria for promotion. All evaluations are designed around the six core competencies and are specific to each residency/fellowship program. Trainees will be evaluated on individual specialty requirements, program requirements, and compliance with policies at LAU Medical Centers and affiliated facilities as well as other sites where trainees may rotate.

Trainees will be evaluated throughout the year based on some or all of the following:

1. Record review
2. Chart stimulated recall
3. Global ratings
4. 360° Evaluations
5. Self-Assessment
6. Exams (MCQs)
7. Case logs (logbooks)
8. Research/Conferences
9. Mini-CEX (to be used for formative assessment of the Residents mainly during PGYI & PGYII).

360° Assessments

Trainees will be evaluated by faculty/preceptor, peers, nurses, staff, and students, according to a program-specific assessment plan. The results of these evaluations along with written knowledge-based assessments, will be utilized in determining the progress of the trainee.

Trainee Self-Assessment

Trainees will complete a self-assessment biannually which will be discussed with their Program Director during their one-to-one meeting following the Clinical Competency Committee (CCC) meeting.

Trainee Evaluation of Program and Faculty

Trainees will complete written anonymous evaluations of the program biannually and of rotations and faculty on an on-going basis. The results of these evaluations will be reviewed by the Program Director and the Program Evaluation Committee (PEC) during the Annual Program Evaluation (APE). Results will be communicated to the Chair of the department and appropriate feedback will be provided to involved faculty members and staff when applicable. The APE results should be discussed in the program's business meeting and shared with all teaching faculty.

Evaluations to be kept in file

All evaluations including the summative one by the CCC are available to the trainee on the platform.

Confidentiality Process

All evaluations, counseling, and probationary actions involving trainees will be kept in a confidential manner and will be accessible to the Program Director and the GME office. Under no circumstances will such actions be discussed in a public forum. Additionally, all evaluations of faculty by trainees are anonymous in accordance with ACGMEI requirements and are treated confidentially by the Program Director.

B. Promotion Process

1. Promotions of trainees are determined by the CCC of each program which evaluates whether the trainee has met the required competences and achieved the predefined milestones for their level of training.
2. The CCC completes the Curricular Assessment Worksheet (CAW) on the platform, which includes the six core competencies and program specific sub-competencies, in addition to details on attendance of conferences and completion of the case/procedure logs. This will assist the PDs in completing the yearly milestone project per trainee.
3. The PD will meet with each trainee at least biannually to review performance and provide feedback. Any necessary remediation or counseling will be determined by the CCC and when indicated, the trainee may be placed on a Performance Improvement Plan (PIP) or other remediations as deemed necessary.
4. It is the responsibility of the CCC to review, with the program director, any trainee clinical, technical, or professional performance which has been rated unsatisfactory. Should the committee feel that action is warranted, they may refer the matter to the GMEC for their review.
5. Where circumstances necessitate, the membership of the departmental CCC and/or the GMEC may be altered to form a Grievance Ad Hoc Committee to avoid a potential conflict of interest, or to protect the privacy of the trainee.
6. For trainees still struggling in attaining their core competencies and milestones , advanced notice regarding possible non-promotion is given (please refer to the [LAU GME probation, non-promotion, dismissal, and grievance policy](#) for further guidance). The PD is responsible for initial counseling of trainees regarding any remedial or adverse action which may be needed.

Approved by	Date
GMEC	12-12-2024
Interim review	12-11-2024