

## Department of Medical Imaging

### Best Practices in Fellowship Admissions and Selection

#### Application Requirements

1. All applications must meet the minimum documentation required to be considered, as outlined on the Medical Imaging Fellowships website.
2. All applications must be received on time to be considered. Any documentation or applications received after the deadline has passed should not be reviewed.

#### Selection Criteria

1. Selection criteria should be clearly defined prior to document review and interviews.
2. Selection criteria should be reflective of the program goals and as objective as possible.
3. Selection criteria should be fair and transparent for all applicants; document review and interviewing of applicants whom the faculty know personally should be avoided where possible (or documented clearly to demonstrate potential bias).
  - a. In order to maintain fairness and transparency for all, all applicants must go through the same file review and interview process. There are no exceptions to this.
4. Selection criteria should promote diversity of the trainee group (eg. Race, gender, sexual orientation, family status, religion, etc.) and consider distance travelled for all applicants.
5. Selection criteria should be clearly established and allow for thorough assessment of all candidates.
6. Selection criteria must be standardized across applicants within each program; programs are encouraged to use rubrics with clear criteria and numeric weight to avoid conflicts of interest or biases entering the process (or other proven processes that reduce the inclusion of biases).

#### Assessors - General

1. All assessors involved in the process are advised to watch the Implicit Bias training video [here](#) and the Harvard Implicit Bias test [here](#).
2. All assessors involved in the process must have a clear understanding of the program goals and selection criteria.
3. All assessors should review each candidate based solely on information contained in the application or gathered during the interview. If an assessor has a conflict of interest with an applicant during either stage, they should recuse themselves where possible or documentation of potential bias should be made (no inclusion of prior work or personal experience should be brought into the discussion).
4. All assessors should keep in mind that each individual has unique circumstances which may drive them to apply to more or less programs than the individual assessor or program deems “normal” or “preferable”, or to rank programs strategically. This should not weigh into application review or interview assessment.
5. Multiple assessors, with a wide breadth of perspective and expert knowledge on the program goals and representing a diverse background, should be invited to participate in the



application review and/or interview process; this results in the most reliable and consistent assessments.

### Assessors – Interviews

1. All assessors should introduce themselves formally to the candidates, not eat during the interview, be on time and minimize distractions where possible (eg. Mobile phone off and away). If conducting the interview online/virtually, cameras should be on especially when assessors are asking the question. The candidate should also be on camera.
2. All assessors involved should be familiar with the questions asked during interviews, what acceptable follow up questions are, and which interviewers are responsible for which questions. They should ask the same questions to all candidates in order to standardize the process and avoid improvising follow-up questions as this introduces bias.
3. All interviews must be conducted in the same manner.
  - a. Same questions asked by each assessor per interview.
  - b. No improper assumptions.
  - c. No questions regarding age, race, colour, place of birth, national and family origin, religion, sex, sexual orientation, disability, ancestry, marital status, pregnancy, plans for a family, or childcare issues.

### Offering of Interviews/Positions

1. All interview offers a program wishes to send out must be communicated to the fellowship administrator by the deadline outlined; interviews cannot be offered before or outside of this process.
2. Offering of positions must be done using pre-defined and transparent processes and driven solely by information that is available in the application file and acquired during the interview process.
3. All offers a program wishes to send out must be communicated to the fellowship administrator and communicated centrally. Positions cannot be offered outside of this process (eg. during the interview).

### Yearly Improvements (CQI)

1. Each programs assessment committee should reflect diversity and inclusion where possible.
2. Program goals and structure should be reviewed on a regular basis for amendments and improvements where possible (keeping in mind a variety of CanMEDs roles).
3. Programs should regularly assess the outcomes of their process to determine if program goals and BPAS principles are being met.
4. Collaboration and innovation to the process is encouraged across all programs and between both faculty and trainees.