

**Maine Medical Center Department of Psychiatry  
Policy and Procedures on Fellow Recruitment and Selection**

**Child & Adolescent Psychiatry Fellowship Program**

The Department of Psychiatry will select their fellows through the National Residency Matching Program (NRMP). Recruitment practices will follow procedures outlined by the NRMP.

Eligible applicants include all residents having completed at least three years of post-graduate General Psychiatry residency training in ACGME accredited residency training programs. International medical graduates (IMG's) will be informed either prior to or during the interview that H-1 visas will not be offered.

The application review procedures, as per MMC GME policy “supports ongoing review and implementation as deemed appropriate of evidence-based and nationally endorsed strategies to meet ACGME common program requirements to “engage in practices focused on mission-driven, ongoing and systematic recruitment of a diverse and inclusive workforce of residents, fellows (if present), faculty members, senior administrative staff members, and other relevant members of its academic community.”

Review of the applicant's ERAS application and selection for interviews are based on the AAMC principle of 'Holistic Review'. In general, all eligible applicants must be interviewed at Maine Medical Center, however, due to the COVID-19 pandemic all interviews for the 2021-2022 season (fellows beginning in July 2022) will occur virtually. When interviews occur in person, the expense of one night's lodging will be paid by the Department.

Applicant photographs will be blinded until just before the interview (to be used for identification purposes only) in order to mitigate potential bias. Applicants will typically be interviewed by at least two program administrators (i.e. department chief, division director, program director, chief fellow, program manager) and faculty members. Fellows will interview each candidate and will give input during the interview period and at the time the final rank list is established.

After the interview, applicants will be evaluated on a 0-10 point scale in the following categories:

- Experiences (including educational background, community service, research experience, leadership roles, professional associations, life experiences, experience with diverse populations, 'distance traveled')
- Attributes (including intellectual curiosity, interest in specialty, integrity, cultural humility, relevant demographic factors, language proficiency, interpersonal skills)
- Metrics (including medical school performance, residency performance, grants, publications/presentations)

The program director and department chair will assemble the final rank list with input from each interviewer and from the Program Evaluation Committee.

The Child & Adolescent Psychiatry Fellowship program is committed to maintaining an educational environment in a manner where all persons are treated with professionalism, dignity, and respect. We expect that all interactions and relationships among educators, learners and other members of the fellowship's educational environment will be free of unlawful bias, prejudice, discrimination, harassment, and/or retaliation including as applicable on the basis of color, race, creed, sex, sexual orientation, transgender status or gender identity, age, physical or mental disability, whistleblower status, veteran or military status, national origin or any other protected status protected by law.

In keeping with ACGME and NRMP requirements, all interviewed applicants will have an opportunity to review the MMC policy on visas, stipends and benefits, and review a sample MMC contract available on the Dept of Medical Education website.

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