

**PGY1 Admissions/CaRMS (Canadian Resident Matching System) Selection Subcommittee  
General Psychiatry Residency Program**

---

**Purpose**

The General Psychiatry Residency Program PGY1 Admissions /CaRMS Selection Subcommittee oversees the process of candidate selection for the University of Toronto General Psychiatry Residency program including applications from CaRMS (for Canadian Medical Graduates - CMGs & International Medical Graduates – IMGs), Internationally Funded Trainees (IFTs), re-entry candidates, and transfer applications. The subcommittee ensures a transparent and principle-based process is in place for the selection of PGY1s in Psychiatry (CMGs, IFTs, and IMGs), for both file review and interviews.

The design and implementation of the PGY1 Admissions/CaRMS Selection process will be informed by: [Best Practices in Applications and Selection](#) (BPAS); Department of Psychiatry Strategic plan/priorities & societal needs; residency program program evaluation data; and faculty development as per the University of Toronto Department of Psychiatry's requirements as it relates to assessment.

In general, the PGY1 admissions/selections process involves the following components:

- Application File review
- Assessment/Interview
- Reviewing and finalizing rank order list
- Reviewing admissions/selection processes for high-level reporting to Departmental and residency program leadership (i.e. Senior Advisory Committee/SAC and Psychiatry Residency Program Committee/PRPC)

Relevant resources:

CaRMS

<https://www.carms.ca/>

Program Transfers

<https://pgme.utoronto.ca/current-trainees/while-youre-training/access-wellness-resources/program-transfers/>

Association of Faculties of Medicine of Canada (AFMC) National Transfer Guidelines

<https://www.afmc.ca/web/en/priorities/resident-transfer-program>

Re-Entry Program

<https://www.health.gov.on.ca/en/pro/programs/hhrsd/physicians/reentry.aspx>

### **Committee Composition**

- Director, General Psychiatry Residency Program (Chair)
- Assistant Program Director, International Medical Graduates (IMG) (Co-Chair)
- Associate Program Director
- Assistant Program Director, Indigenous Psychiatry Residency Stream
- Assistant Program Director, Curriculum & Assessment
- CSP (Scientist or Scholar Program) Director or Delegate (Department of Psychiatry Clinician-Researcher)
- Indigenous Elder
- Program Officer
- Resident Representatives (1 from each of the following groups)
  - Psychiatry Residents' Association of Toronto (PRAT)
  - Chief Resident
  - IMG Resident
  - Indigenous Stream Resident
- Service User(s) and/or Patient Partners
- Undergraduate Education Representative (UofT Department of Psychiatry)

### **Reporting**

The PGY1 Admissions/CaRMS Selection Subcommittee reports to the PRPC (Psychiatry Residency Program Committee).

### **Roles and Responsibilities**

The subcommittee advises the Program Director and PRPC on the PGY1 Admissions/CaRMS Selection Process. Implementation of the admissions/selection process is stewarded by the Program Director and Assistant Program Director, IMG, along with the Program Officer.

The subcommittee may establish working groups to address specific aspects of the PGY1 Admissions/CaRMS Selection process as needed.

### **Meetings**

- Three times per year (not including interview days) and as required
- Meetings will in generally be held virtually

### **Confidentiality**

Members of the subcommittee agree to maintain strict confidentiality in terms of the UofT Department of Psychiatry's processes and procedures with regards to the PGY1 Admissions/CaRMS selection. Anonymized data from the PGY1 Admissions/CaRMS selection process may be shared with the Program Evaluation Subcommittee, SAC (Senior Advisory Committee), Education Council, and PRPC to contribute to quality assurance and continuous quality improvement in the residency program. Any additional faculty, residents or community

members invited to participate in selection processes will also be required to maintain the privacy of applicants and the selections process.

### **Documentation**

- Agenda and any relevant documentation will be pre-circulated to subcommittee members prior to the meeting
- Minutes to be taken by Program Administrator and will be available to PRPC as needed

### **Decision Making**

Decisions will be made by consensus with regards to selections process. It is desirable that decisions are acceptable to the majority of members; therefore, discussions should continue until a consensus is reached. If no consensus can be reached, then a vote of subcommittee members will be conducted and a simple majority required for decision-making.

Decisions with regards to submission of rank order list will be made by a subset of the subcommittee, composed of the Program Director, Associate and Assistant Program Directors, and resident representatives, with administrative support from the Program Officer.

### **IFT (Internationally Funded Trainees, also known as IMG Visa Trainees) Admissions**

The IFT admissions process will be stewarded by the Assistant Program Director, IMG residents and as much as possible given available resources, align with the CaRMS selection process.

### **Transfer/Re-Entry**

The resident transfer and re-entry process will be led by the Director, General Psychiatry Residency Program and will as much as possible given available resources, align with the CaRMS selection process. A subset of the PGY1 Admissions/CaRMS Selection Subcommittee will be asked to participate in interviews of transfer/re-entry candidates (usually 2 faculty members and 2 residents). Decisions about transfer and re-entry candidates will be made via consensus.

**Prepared by:** Director, General Psychiatry Residency Program & Assistant Program Director, IMG

**Approved by PRPC:** September 13, 2021

**Date of next scheduled review:** 2024