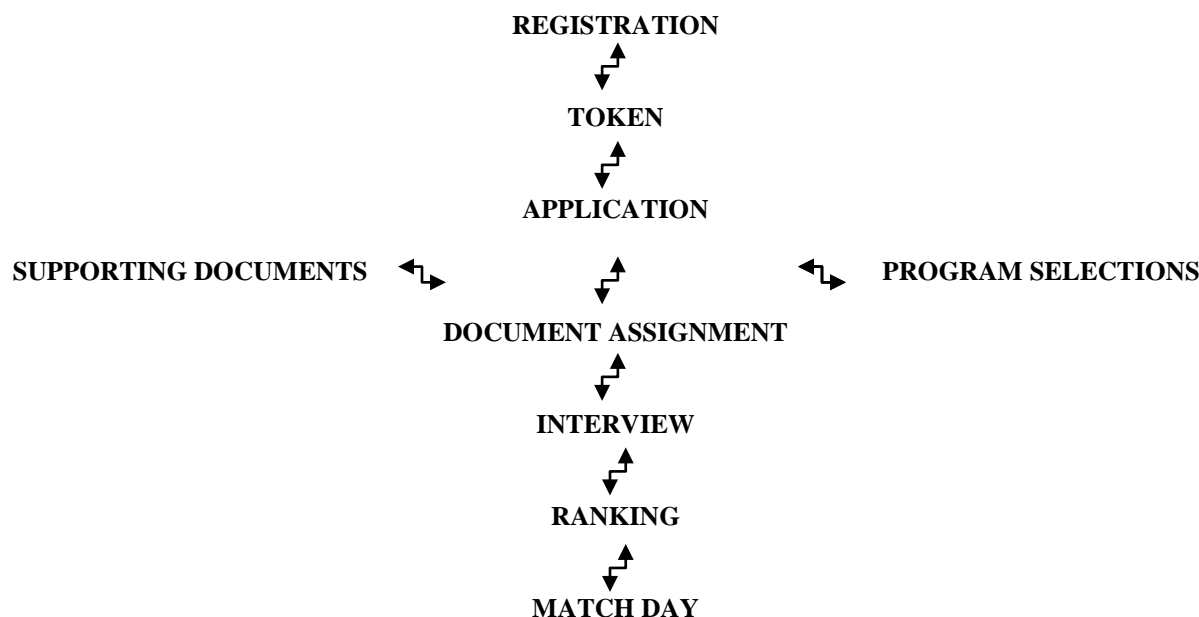


RESPIROLOGY FELLOWSHIP PROCESS



REGISTRATION

Canadian R-3 Medicine Residents from all Canadian Universities are automatically registered by their postgraduate offices. **All other applicants, including applicants from other disciplines applying for positions in Critical Care Medicine, must complete a *Request for Registration*.** Registration opens in July of each year (see Canadian Resident Matching Service CaRMS web site [www.carms.ca]).

TOKEN

Once candidates have been registered by their Universities or the candidates *Request for Registration* has been reviewed and verified and they are deemed eligible to participate in the match, CaRMS will send candidates a token by e-mail. This token will provide access to the Applicant Web station (AWS) and allow candidates to initialize their online CaRMS account and begin the application process.

APPLICATION

A token will enable candidates to access the Applicant Web station (AWS), which they will use to apply to The Adult Respiriology Program. Candidates should work on their application as soon as possible to avoid rushing as the completion deadline approaches. **Note: Once candidates submit their application, they cannot modify it.**

SUPPORTING DOCUMENTS

Our Program requires candidates to submit the following documents:

- Letter to Program Director
- Current CV/resume
- Three letters of reference
- Transcripts

- Citizenship documents {if applicable}
- Abstracts {if applicable}
- Copies of Current licences

Candidates can create these extra documents, personal letters and a list of references at the same time that they complete the application's information sections. **Candidates must send all documents other than their personal letter to CaRMS with the appropriate cover sheet for processing.** For details, please see (CaRMS website).

Candidates will be required to send their personal letter to the Program Director, Dr. John Chan @ john.chan@albertahealthservices.ca.

PROGRAM SELECTION

Candidates can begin selecting our Program once Program Selection begins (see timetable on CaRMS website). However, candidates can submit this selection only after they have submitted the "My Application" section of AWS.

DOCUMENT ASSIGNMENT

Candidates must have submitted their Program choice before they can assign documents to our Program. Documents can be assigned over time; candidates need not assign them all at once. Assigning documents takes a long time, so avoid leaving this task until the last minutes.

INTERVIEWS

All the candidates' files will be reviewed by the Respiratory Training Committee and individuals will be chosen for interviews. All candidates will be notified via e-mail on the status of their file.

If candidates have been chosen for an interview, they will receive an invitation via e-mail, which will include date, time and location of interview.

Our interview process is as follows:

1. All candidates will meet with the Program Director for a general orientation to the Program.
2. The Program Director will meet personally with individual candidates for approximately 15 minutes throughout the day.
3. Each candidate will be interviewed by a panel of three [two Respiriologists, one Fellow]

At lunch candidates will have an opportunity to meet with the current Fellows. This is your opportunity to ask our Fellows questions about the Program.

RANKING

Candidates will be ranked by our Program Training Committee. Ranking is based on documents they have provided and their interview results.

Once candidates are ranked they are entered into the CaRMS system [AWS].

Candidates will be able to access the ranking system through AWS, access will be granted only during the period listed on the timetable on the CaRMS web site.

MATCH DAY

Candidates will access their match results from the CaRMS home page on the CaRMS web site. An Applicant Match Results button will be available beginning on the designated Match Day (see timetable on CaRMS web site).

Once both sides have been matched candidates will receive a Letter of Acceptance by the Program Director.