

**University of Washington
Otolaryngology-Head and Neck Surgery Residency
Residency Selection Policy**

The residency selection process attracts a large number and wide range of highly competitive applicants. The applicants utilize ERAS for Otolaryngology to submit an application to our program. Medical students are selected only through the NRMP ERAS matching program. The following items are required: CAS Common Application Form, personal statement, medical school transcript, Dean's letter, USMLE scores, and 3 letters of recommendation.

All applications are reviewed using standardized criteria by two faculty members. The applicant review committee then uses this information to choose applicants to offer personal interviews and to place on a waitlist. Faculty, including clinicians and basic science researchers, and residents are involved in the personal interviews. For 2020-21, we are offering 3 dates: Dec 3 and Dec 4, 2020, and Jan 6, 2021. All interviews will be held remotely via Zoom. Applicants can expect to receive a general overview of the program and to have interviews with 8-10 faculty members and residents. Interviewers will rate applicants on a variety of criteria, including medical school performance, personal attributes, exposure to the field, and goals, including research and clinical interests. Interviewers will use both the application materials and their interactions with the applicants to assign the ratings or make summary comments. Applicants will also have access to residents on the day of interview during an informal "Resident Life" information session. Prior to the interview, applicants will be provided with additional written information about the program that may include descriptions of the clinical rotations, the didactic program, the residency position appointment agreement, and the "Essential Abilities" requirements. Applicants will be requested to review the "Essential Abilities" document and to notify the program director of requested accommodations, if applicable.

Development of the rank list for the match involves all members of the faculty, and interviewing residents. Criteria that may be considered include medical school performance, letters of recommendation, interview performance, research interest, career goals, and input from residents or other members of the staff who met the applicant. The rank list is developed through faculty consensus to determine rank order. The program director and chair may review and revise the final list if needed. The final ranking list is submitted to the NRMP. The Director of the Office of Graduate Medical Education Program Assessment and Development and the institution's Graduate Medical Education Committee review the results of the match each year.

In the case of vacancies following the match, the department will participate in the SOAP process (supplemental offer and acceptance process). Please see the NRMP website for further details of this process.