

Applying for Fellowships

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**Fellowship
Match Day!!!**

Topics

- Overview of the process
 - ERAS, NRMP
- Timing and content of application
- Letters of recommendation
- Interviews
 - Number, timing, policy
- CV format and contents
- Questions and answers from our experts

Process Overview

- Excellent clinical evaluations
- Early / productive research
 - Abstracts, ACP poster, publication, review chapter, case reports
- Meet with key people
 - Mentor, division head, fellowship PD, clinical / research faculty, Calia, Mackowiak
 - Wolfsthal – 30 minute meeting in fall
- Update your CV
- Letters of recommendation

Application Process

■ ERAS – www.aamc.org

■ NRMP – www.nrmp.org

■ Timeline *(all dates are approximate)*

- June Download User Guides
- July Start working on ERAS application
- November 15 Start applying to programs
- December 1 Programs start downloading
- January – April Interviewing
- Late May ERAS Post Office closed
- Early June Final decisions / Rank list due
- Late June Match Day
- Following July Start fellowship

The Match

- www.nrmp.org
- All medical subspecialties “can” participate in the Match – not all do.
- Participating programs
- Match statistics

Match Statistics - 2008

- 1105 programs, 3034 positions
- Fill rate: programs - 90%; positions - 95%
- By subspecialty (fill rate and openings)
 - Cardiology 99% 10
 - Endo 87% 28
 - GI 97% 11
 - Heme-Onc 97% 13
 - ID 88% 36
 - Nephro 95% 19
 - Pulm/CC 98% 10
 - Rheum 93% 13

Letters of Recommendation

■ Critical letters

- Subspecialty faculty (division head, prominent faculty, fellowship PD)
- Research mentor
- Other clinical faculty
- Program director – “MSPE/dean’s letter” for residents

■ Timing

- Tell faculty → Due November 1

■ Personalize the process

- Phone calls, emails from key faculty / PD

How many programs?

■ Interview rate

- <50% for cardiology and GI
- >50% for other subspecialties
- Dependent of clinical performance, educational background, research efforts and productivity, letters of recommendation from key faculty

■ Recommended number

- 30-40+ Cardiology, GI
- 10-20+ Endo, Heme-Onc, ID, Neph, Pulm/CC, Rheum

Policy for Interviewing

■ ABIM requirement

- No more than 4 weeks of leave per year for any reason, including vacation and illness

■ Tracking form

- Prior approval / collected by chief residents
- Rotation, dates of leave, coverage (if needed)

■ Interviewing time

- Resident coverage with payback
- Vacation time
- Resident responsible for arranging coverage of clinical duties

Meeting with the PD

- Things you must bring with you
 - Polished CV (email ahead of time)
 - Personal statement
 - Paragraph describing your research (for LoR)
 - Written goals for fellowship training and subspecialty career
 - Written characteristics or items about yourself that you want to be included
 - List of faculty who will be writing letters of recommendation
- Geographic considerations
- Preliminary list of programs

Writing Your Academic CV

- Formal, accurate, pristine document
- Chronological forward order with date flush left, clear tabs
- Clear simple font, 1" margins all around
- Date, full name with MD, identifying info
- No personal information
 - SS#, hobbies, personal interests
- Omit pre-college items
- Create hanging indents to wrap text
- It's time to have more than one page!!!

CV Contents

- Personal information
- Education
 - Undergraduate, other graduate, medical school, residency
- Research experience – *on 1st page*
- Honors and Awards
- Employment
- Certification and licensure
- Military service
- Professional memberships
- Committees / Service

CV Contents

- Teaching Responsibilities
- Grant Support
- Publications
 - Peer reviewed journal articles
 - Non-peer reviewed journal articles
 - Books / Chapters
 - Abstracts
 - Other
- Presentations
 - Journal Club, Senior Talk, ACP posters

Research Experience

- Critical part of CV
- Dates, title of project, mentor, division, department, university
- 3-4 lines explaining project, your role, results
- Abstracts or publications listed separately under “Publications”
- Results in two sections:
 - Description of the research experience
 - List of abstracts, publications and presentations

Publications

- Chronologically forward
- Divide into sections if have enough volume
 - Peer review journal articles
 - Non-peer reviewed journal articles
 - Books/chapters
 - Abstracts
- Use strict Pub Med abbreviations for journals
- See sample CV for format for abstracts, journals, chapters and books

Preparing for Your Interview

- Study program content and structure
- Check faculty productivity and interests in Pub Med and program web site
- Understand their clinical and research mission
- Make list of specific questions
- Take copies of your CV, papers, abstracts

Site Visit

- Educational curriculum
- Clinical program
- Research program
- Level of responsibility
- Procedures
- Teaching duties
- Faculty and fellows
- Surrounding community
- Outcomes

Strategies After Your Visit

- Send letter of continued interest
- Analyze your visit and data
- In or out of the Match:
 - Do not commit to program in the Match
 - Consider carefully accepting program outside the Match
- Final letters of interest to top programs
- Phone calls and emails from faculty / PD
- Send new information (projects, papers, presentations)

Remember....

- Start pulling your CV together.
- Faculty will work diligently to help you get your fellowship.
- Talk with your mentors.
- Education leadership always available.
- Fall feedbacks – discuss plans, construct your PD LoR
- ***You will be successful!***

Questions?