

Psychosomatic Medicine Fellowship Recruitment Guidelines

Endorsed by APM Council 11/23/2008

Introduction: These guidelines have been developed by the APM subcommittee on Fellowship Training and distributed to all current fellowship training directors for additional input. The guidelines have been developed in an effort to provide some structure and uniformity to a process that can at times be confusing and anxiety-provoking for both the training director and the applicant. They have also been developed in the spirit of collegiality with the hope of tempering some of the extreme competition that has been seen among other subspecialty fellowships. Their focus is not meant to be about policing or punishment. They are guidelines meant to offer guidance.

1. While recruitment for Psychosomatic Medicine fellows will generally open after July 1 for positions that will start the following July 1, there should be no set dates or restrictions on when recruitment may begin.
2. Offers for fellowship positions may be made at any time but a response should not be required prior to December 1. Applicants may respond prior to this date if they wish.
3. The program will send a letter of agreement to the applicant after the offer has been accepted. The terms of employment should be specified in the letter consistent with institutional policy. A statement will also be included indicating that the applicant has not accepted a position in any other Psychosomatic Medicine fellowship program. By signing this letter of agreement, both parties (the training director and the applicant) agree to all terms of the letter.
4. Programs will be asked to submit by December 31 to the Fellowship subcommittee the names of candidates who have formally accepted positions in their programs. This list will be circulated to all fellowship training directors using the listserv. Programs that fill positions after this date will inform the Fellowship subcommittee and an updated roster of filled positions will be published monthly as needed.
5. Training directors should not recruit applicants who have accepted fellowship positions elsewhere unless the training director of the other program has agreed to release the candidate from their signed agreement.
6. Feedback and issues regarding compliance with the guidelines should be reported to the APM subcommittee on Fellowship Training for review.
7. All program directors agree in principle to follow these guidelines.