



DESCRIPTION OF THE APPLICATION PROCESS

Integrative Therapeutics, Inc.® and AANP welcome you to the 2010 application process of the **ITI-AANP STAIR Residency Scholarship Program**. Students from all US-based, accredited, naturopathic colleges are encouraged to apply. Bastyr University is a recognized sponsor of postdoctoral naturopathic medical education by the Council of Naturopathic Medical Education (CNME) and will be facilitating the application process for this residency. Below is a list of the contents of this application packet. **Please read the following pages carefully.**

Contents of this application packet

1. Description of the application process
2. Applicant General Data Sheet
3. Instructions for writing a Résumé and résumé template
4. Instructions for writing a Personal Statement and answering the Essay Questions
5. Three (3) Evaluation Forms

Applicant Eligibility

To qualify as an applicant for the 2010 ITI-AANP STAIR Residency Scholarship Program, the successful candidate shall possess by the start of the program the following:

1. A Naturopathic Doctor degree from a college or university that has been accredited or has been granted candidate status by the Council for Naturopathic Medical Education;
2. Successful completion of the NPLEX and ability to secure a license to practice naturopathic medicine from the appropriate licensing jurisdiction;
3. Ability to present that appropriate documents that will verify their legal right to work in the United States with 72 hours of employment, and;
4. If you are selected as a recipient of the ITI-AANP STAIR Residency Scholarship, you will be required to become a member of the AANP before your residency start date, at your own expense.

Please submit or mail the complete application packet to the following address by January 22, 2010:

***Gary Garcia, MD, MHA
Bastyr Center for Natural Health
3670 Stone Way N
Seattle, WA 98103***

If you are applying to the ITI-AANP STAIR Program, you must complete this application and submit all the required documents to the above address.

For inquiries regarding the application process, please contact Dr. Gary Garcia at (206) 834-4124 or via email at ggarcia@bastyr.edu. It is strongly recommended that you make a copy of your application for your records before submitting all documents.



Application Process

This is a candidate managed application process. This means that you are responsible for collating all required elements of the application and submitting completed application packets before the deadline on **January 22, 2010**. No applications will be received or processed **after 5 p.m.** of the deadline date unless the posting is reopened.

It is your sole responsibility, during all phases of the application process, to know, understand, and comply with all deadlines and ensure that all forms, documentation and other required elements of the application are submitted to the selection committee on time.

All official transcripts and supporting documents must be included with your application. The selection committee will not review documents and information other than those required by the residency application checklist. **Please ensure that the persons who have agreed to be your reference read the enclosed instructions for each form.** All documents will be kept confidential and are solely for use by the selection committee. The applicant must submit official transcripts and forms in sealed envelopes with an authorized signature across the envelope seal. **If the selection committee suspects that document or seal has been altered or tampered with in any way, your residency application may be immediately and permanently terminated.**

This residency program is highly competitive. The goal of the STAIR Resident Selection Committee is to select residency candidates who best meet the needs and requirements of the position, and in the sole opinion of the committee will not only thrive, but who will excel beyond the minimum expectations of the program. As such, not all applicants will be invited for an interview. Candidates selected for interview will possess all of the following attributes:

1. Appropriate educational prerequisites as documented through the required official transcripts;
2. Eligibility to obtain, or current possession of an unrestricted license to practice naturopathic medicine in the appropriate licensing jurisdiction;
3. Demonstration of excellent written communication skills through completion of personal statement and essay questions;
4. Ability to project a strong ethical and moral character and to clearly articulate one's expectations, visions, and goals in his/her personal statement;
5. Ability to carefully reason and provide thoughtful, mature, and deliberate responses to the issues presented in the essay questions;
6. Strong background of relevant experiences, scholarly activities, teaching, and leadership experiences as documented in a résumé, and;
7. Superior marks in the evaluation forms as attested and verified by the applicant's chosen clinical supervisors/evaluators.

Timelines for the Application Process

Below are important dates in the resident application and selection process.

January 22, 2010 – Deadline for submitting application documents

February 26, 2010 – Interview process begins

April 12, 2010 – Offer letters are mailed to the select candidates

April 26, 2010 – Deadline for candidates to accept offer and submit signed Statement of Intent



Checklist for the Application Packet

To complete the Residency Application, candidates must submit the following items. We strongly encourage using this as a checklist to ensure all necessary application components have been included.

- Applicant General Data Sheet
- Résumé** that will **highlight your background** of relevant experiences such as clinical experiences, scholarly activities, teaching, and leadership activities. Please refer to the enclosed “Instructions for writing your résumé” and sample résumé template.
- Official transcript from your graduating naturopathic college or university. **All applicants must submit transcripts in their original sealed envelopes with an authorized signature across the envelope seal.** If the selection committee suspects that a transcript has been altered or tampered with in any way, **your residency application may be immediately and permanently terminated.**
- Three (3) Evaluation Forms.** In the References Section of the general data sheet, please write the name and information of the three (3) persons who have agreed to be your reference and evaluators. Each person listed as reference must fill out one evaluation. **You must have a clinical supervisor as one reference, a clinical supervisor or clinical faculty as another, and either a clinical supervisor or faculty, clinical preceptor, or medical professional as a third.** All documents provided by your references are considered confidential and will be destroyed one year after the conclusion of the selection cycle. Each evaluation form must be submitted in a sealed envelope with the evaluator’s signature across the flap of the envelope. Submitted documents that do not meet these requirements will be considered invalid.
- A complete, concise, one-page (*12 font typed, SINGLE-SPACED, single sided, with 1X1 inch margins*) personal statement of purpose indicating your reasons for applying to the program. Please read the enclosed instructions carefully. Type your name in the upper right hand corner of the page.
- A complete, concise, one-page (*12 font typed, DOUBLE-SPACED, single sided, 1X1 inch margins*) for each essay question. Please read the enclosed instructions carefully. Type your name in the upper right hand corner of each page.



EVALUATORS / RECOMMENDING SUPERVISORS

List three evaluators or recommending supervisors who have knowledge of your qualifications for the position for which you are applying. **You must have a clinical supervisor as one reference, a clinical supervisor or clinical faculty as another, and either a clinical supervisor or faculty, clinical preceptor, or medical professional as a third.**

Name	Clinic	Address/City/State/Zip Code	Phone Number <i>(Include area code)</i>	When may we contact them?

I certify that the information given by me to ITI, AANP and Bastyr University is true and complete to the best of my knowledge. I understand that if I am employed, discovery that I gave false information during the application process may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with ITI®, AANP and Bastyr University’s interest, nor will I become engaged in such activity or business if employed.

I authorize ITI, AANP and Bastyr University to solicit information regarding my education and previous employment, similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of the furnishing of such information. If employed, I release the Bastyr University and ITI from any liability for future references it may provide regarding my work history with ITI.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either ITI or myself.

If employed, I further agree that if ITI advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any ITI property, ITI is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Signature _____ Date _____

Applicant Date



INSTRUCTIONS TO WRITING A RÉSUMÉ

Instructions for writing your Résumé

Please write your résumé in one (1) to a maximum of three (3) single-sided pages. Use 10-font type and single-space with 1 x 1 inch margins. Other than your title page, your résumé should have your name in the upper right hand corner of the page. **Please refer to the sample enclosed. It is important that you adhere to this format.**

Definition of Terms

Profile

The selection committee is interested in a short paragraph that summarizes and highlights all your special interests, skills, and strengths. Limit your description to a maximum of five (5) lines.

Education

1. Identify the institution from which you will receive the ND degree. Include the city, state, years attended, and expected date of graduation. Provide a short description of the program (to a maximum of 5 lines). Other than those required by the courses attended, provide a short description (to a maximum of 5 lines for each) of the research projects in which you participated as a primary investigator, co-investigator, or research assistant. List all your preceptorships – preceptor name, specialty or scope of practice, and hours attended.
2. Identify all institutions (if you transferred from a school other than that conferring the degree) for credits earned towards the ND degree. Include the city, state, and years attended. Provide a short description of the program (to a maximum of 5 lines). Other than those required by the courses attended, provide a short description (to a maximum of 5 lines for each) of the research projects in which you participated as a primary investigator, co-investigator, or research assistant. List all your preceptorships – preceptor name, scope of practice or specialty, and hours attended.
3. Identify all the institutions that you received your undergraduate and post-graduate degree(s). Include city, state, and years attended. Provide a short description of the program (to a maximum of 5 lines). Other than those required by the courses attended, provide a short description (to a maximum of 5 lines for each) of the campus or research projects in which you participated.

Related Experience

Identify the institution(s) or program(s) wherein you were able to demonstrate your **clinical / patient care, teaching, or leadership skills**. Include the city, state, and years worked or attended. Provide in bullet format (up to a max for 5 lines for each position) descriptions that will highlight you role and skills in the institution or program.



SAMPLE

First Name MI Last Name

Current Address of Student
City, State, Zip Code
Phone Number, Email Address

Profile

Desires a first year resident position in *the ITI-AANP STAIR Residency Scholarship Program*. Able to be effective in a practice of any size. Draw on experience with a range of patient issues, including additional work in women and children's care. Interested in health education for homeless. Strong desire to contribute to the success of a program through an ability to initiate and maintain relationships. Creative developer and presenter of educational information.

Education

Doctor of Naturopathic Medicine, Graduating June 2004

Bastyr University, Kenmore, WA 1999 – 2004

Completing an accredited program of coursework and supervised practice in Botanical, Homeopathic, and Physical Medicine. Extensive exposure to issues involving women and children. Additional work in nutrition.

Research Project

- Assisted the primary investigator in a double blind, randomized controlled trial conducted at the Bastyr Center for Natural Health that evaluated the effectiveness of herbal supplements towards the control of Diabetes Mellitus in post-menopausal women. Co-authored the research report that has been submitted for publication to the Journal of Alternative Medicine.

Preceptorships:

- James Smith, ND, General Practice, 20 hours.
- Agnes Carter, ND, Woman's Practice, 20 hours.

Bachelor of Science, Zoology

Miami University, Oxford, OH 1991 - 1995

- Participated in a community service project to increase citizen participation in a clean up campaign.
- Served as project leader in a fund raising project sponsored by the University Student Council towards helping homeless youths' return back to school.

Related Experience

Bastyr University, Kenmore, WA 2000-present

Teaching Assistant

- Assists professor in the Anatomy class.
- Guides students during cadaver dissections.
- Answers questions and demonstrate as needed.

Kenmore Youth Ministry, Kenmore, WA 2000-2001

Camp Group Leader

- Participated in community youth group activities.
- Developed activity programs now utilized by the youth ministry in helping children improve reading skills.

Franciscan Care Center Nursing Home, Seattle, WA 1998 - 1999

Volunteer Recreation Worker

- Provided social support to patients by reading to them, writing letters, and visiting with them.
- Formed friendships which enriched lives of patients

McCullough County Hospital, Oxford, OH 1995-1996

Volunteer Aide

- Performed reception and other office duties in the Maternity ward.

Morgan Mountain Sports, Oxford, OH 1995 – 1997

Owner and Operator

- Started and managed this recreation business which served enthusiasts and tourists in State park.
- Created radio promotions, flyers and interesting events which increased participation in mountain biking



INSTRUCTIONS FOR WRITING A PERSONAL STATEMENT AND ANSWERING THE ESSAY QUESTIONS

I. Instructions for writing a Personal Statement

Write a concise one page personal statement (**12 font typed, SINGLE-SPACED, single-sided with 1 X 1 inch margins**). Write your name and ITI-AANP STAIR Program in the upper right hand corner of the page. In this statement, describe the following:

- a. Your reasons for applying to this particular program;
- b. Your expectations from the program;
- c. Why you think your application should be strongly considered, and;
- d. Your future plans upon completion of the residency program.

II. Instructions for answering the Essay Questions

Please answer all three essay questions. These questions are required as part of your residency application. For each essay question below, write a complete, concise, one page answer (**12 font typed, DOUBLE-SPACED, single sided with 1 X 1 inch margins**). Type your name in the upper right hand corner of the page.

1. Essay Question 1: Being an effective clinical resident requires possessing not only professional leadership skills but also the ability to work well within a team.
 - a) How do you envision integrating these two seemingly different qualities in your role as a resident?
 - b) Please cite an example from your own experience wherein you achieved doing this.
2. Essay Question 2: Part of the experience of working in an academic clinical setting involves interactions with a diverse environment of patients, office staff, students, and other physicians. Situations sometimes arise that involve ethical dilemmas or various types of conflict.
 - a) Discuss how you approach conflict resolution and ethical dilemmas.
 - b) Please cite an example from your own experience wherein you applied this approach.
3. Essay Question 3: An important aspect of being a resident in integrative clinic is developing the ability to work well with practitioners of different professions, both naturopathic and non-naturopathic. Please identify a specific challenge that you may likely encounter and tell us how to intend to approach the situation. Please be as specific as possible.

