



Guide to Assessing Your Institution's Readiness for Implementing AI in Selection

Incorporating artificial intelligence (AI) into your selection process is an exciting prospect that requires careful preparation. This guide is intended to help medical school, residency, and fellowship program staff identify areas of strength and opportunities for development in your institution's AI readiness journey. Keep in mind that there's no perfect state of readiness — most institutions will continue to learn and adapt as AI technology evolves.

Just as a thorough patient assessment guides treatment options, your responses here will prepare you for the next step: evaluating potential AI solutions using the [Guide to Evaluating Vendors on AI Capabilities and Offerings](#). Both tools work alongside the [Essential AI Terms and Definitions](#) guide, which helps you understand key concepts throughout your AI implementation journey — from assessing institutional readiness to evaluating vendor solutions.

Getting Started

Think of this as your initial consultation and history-taking. Take the time to thoroughly assess your current state:

- Note where specialist consultation or additional expertise is required.
- Use your findings to identify key team members essential for success.

How to Use This Guide

This guide covers five sections. Carefully read the questions in each section and follow the checklists, checking off items that apply. Use the space provided to document your reflections and action items.

As you engage in discussions within your institution, your responses will help identify areas where additional preparation may be beneficial before considering specific AI solutions. For best results:

- Identify your core implementation team based on your findings.
- Note where additional diagnostic work is needed.
- Reference your learnings when evaluating AI solutions.
- Refer to the Essential AI Terms and Definitions guide for clear explanations of AI concepts and terminology.

Use this guide as a tool for collaborative discussions to help your team align their understanding and reach consensus on your institution's readiness, priorities, and next steps.

1. Understanding Your Current Selection Process

Reflect on:

- How does your institution currently predict and evaluate student success? What do you see as the main strengths and limitations of your approach?
- In what ways have you identified and addressed potential biases in your selection process? What challenges remain?
- What specific aspects of your selection process do you hope to enhance with AI, and what reservations do you have? At what stage(s) might AI be most beneficial?

Notes

Document your observations and where additional work is needed.

After reflecting on these questions, check if you can:

- ☐ Define and measure student/resident success.
- ☐ Identify potential sources of bias in the current process.
- ☐ Determine areas where AI could enhance the process.

2. Understanding Your Data and Technology

Reflect on:

- How would you describe the current state of your data infrastructure, considering aspects such as security, compliance with relevant regulations (e.g., FERPA, GDPR), centralization across selection and student evaluation processes, and accessibility to relevant invested parties?
- What challenges do you face in collecting and maintaining data? How would you assess the compatibility of your current IT systems with potential AI solutions? What areas might need improvement (e.g., cloud-based services)?
- What processes do you have in place to ensure data quality, and how might these need to evolve to support AI implementation?

Notes

Document your observations and where additional work is needed.

After reflecting on these questions, check if you can:

- ☐ Summarize data infrastructure: security, compliance, centralization, and accessibility.
- ☐ Check IT system compatibility with AI and note any upgrade needs.
- ☐ Confirm data quality processes and identify adjustments for AI.
- ☐ Ensure data definitions are consistent across cohorts.

3. Assembling the Right Team

Reflect on:

- Who are the key invested parties (e.g., IT, legal, data science, administrative leaders) you've identified as crucial for AI implementation in your selection process? How do you plan to engage them effectively?
- What skills and expertise do you currently have on your team regarding AI implementation, and where do you see gaps? How might you address these gaps through training, hiring, or partnerships?
- Reflecting on your institution's current infrastructure and culture, what do you see as the main technical and organizational barriers to implementing an AI system? Conversely, what existing strengths or resources could you leverage to facilitate this process?

Notes

Document your observations and where additional work is needed.

After reflecting on these questions, check if you can:

- ☐ Identify key invested parties and plan for effective engagement.
- ☐ Assess current team skills in AI, noting gaps, and outline strategies to fill them.
- ☐ Identify technical and organizational strengths and barriers within your culture.

4. Leadership Support and Resources

Reflect on:

- How aligned are your institution's leadership regarding the potential benefits and limitations of AI in selection? What steps might be needed to build consensus or address concerns?
- How has your institution prepared to support AI implementation in selection, considering aspects such as resource allocation (budget, staff, technology, time) and ongoing support? What challenges do you foresee, and what opportunities exist for enhancing this support?

Notes

Document your observations and where additional work is needed.

After reflecting on these questions, check if you can:

- ☐ Assess leadership alignment regarding AI implementation.
- ☐ Identify steps needed to build consensus or address concerns.
- ☐ Evaluate resource allocation and plan for necessary support.

5. Ethical Framework and Implementation Plan

Reflect on:

- How has your institution approached the development of a road map for implementing responsible AI in the selection process? Have you reviewed the [AAMC Principles for Responsible AI in Medical School and Residency Selection](#)?
- How do you envision integrating ongoing evaluation, reflection, and improvement cycles into your AI implementation? What processes might you establish to ensure responsible AI practices evolve with changing needs and technologies?
- Have you reviewed the [Guide to Evaluating Vendors](#) to help establish requirements and evaluation criteria for your AI solution, whether building in-house or partnering with vendors? How will you ensure your solution aligns with your ethical requirements and implementation goals?

Notes

Document your observations and where additional work is needed.

After reflecting on these questions, check if you can:

- ☐ Create a road map for responsible AI in the selection process.
- ☐ Plan for ongoing evaluation and improvement cycles within AI implementation.
- ☐ Develop processes to ensure AI practices adapt responsibly.
- ☐ Establish clear evaluation criteria for AI capabilities and ethical requirements.

Conclusion

Implementing AI in your selection process is a journey, not a destination. By reflecting on your readiness in these areas, you can identify where to focus your preparation efforts. Remember, the goal is to enhance — not replace — human judgment in the selection process. Assembling a team with broad technical, administrative, legal, and operational expertise will be crucial in navigating this newer territory responsibly and effectively.

As you move forward, consider the long-term implications of AI integration, including ongoing monitoring, regular audits, and adaptability to changing educational landscapes and AI technologies. This holistic approach will help ensure that your AI-assisted selection process remains ethical, effective, and aligned with your institution's values and goals.

Resource Feedback

Please provide feedback on our resources for AI in medical education selection.

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