

**MARSHALL UNIVERSITY  
JOAN C. EDWARDS SCHOOL OF MEDICINE  
GRADUATE MEDICAL EDUCATION**

**POLICY ON RECRUITMENT/ SELECTION OF RESIDENTS/FELLOWS**

**SECTION 1. STATEMENT AND SCOPE OF POLICY**

- 1.1. This policy ensures compliance with the ACGME requirement that the Sponsoring Institution establish written policies and procedures for Resident/Fellow recruitment, matching and appointment.
- 1.2. This policy also ensures conformity by establishing that the Office of Graduate Medical Education must monitor each program for compliance of the policies and procedures.

**SECTION 2. RESIDENT/FELLOW ELIGIBILITY**

- 2.1. Applicants to Marshall University Joan C. Edwards School of Medicine Residency and/or Fellowship programs must be a U.S. Citizen, lawful permanent resident, refugee, asylee, or possess and maintain a valid visa and the appropriate documentation to legally train at the School of Medicine and its affiliated hospitals.
- 2.2. Applications must meet one of the following qualifications to be eligible for appointment, subject to additional qualifications as may be specified in specialty/subspecialty-specific program requirements:
  - 2.2.1. Be a graduate of a medical school in the United States, Puerto Rico or Canada accredited by the Liaison Committee on Medical Education (LCME), or,
  - 2.2.2. Be a graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA), have a valid educational training permit, and have a valid DO license from PG 2 onward, or,
  - 2.2.3. Be a graduate of a medical school outside the United States and Canada who meets one of the following qualifications:
    - 2.2.3.a. Have a currently valid certificate from the Educational Commission for Foreign Medical Graduates and maintain a valid J 1 training visa which will be valid on the day training begins. (MUSOM accepts only J-1 training visas), or,

- 2.2.3.b. Have a full and unrestricted license to practice medicine in an U.S. licensing jurisdiction, or,
  - 2.2.3.c. Be a graduate of a medical school outside the United States and have completed a Fifth Pathway program provided by an LCME-accredited medical school.
- 2.3. All applicants must have passed the USMLE/COMLEX Step 1 and 2 exams prior to entering a residency, or, if entering a Fellowship, must have passed the USMLE/COMLEX Step 1, 2 and 3 and successfully completed an appropriate accredited residency program.
- 2.4. Selection from among eligible applicants is based on residency program-related criteria such as, but not limited to:
  - 2.4.1. Ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity, and the ability to function within parameters expected of a practitioner in the specialty.
  - 2.4.2. Specific passing USMLE/COMLEX scores, GPA and, if applying for a fellowship, board certification, academic productivity and/or clinical competence.
- 2.5. Programs must publish specific criteria for applicants to review as part of the required program-level policy on eligibility and selection.
- 2.6. In addition to the application requirements, upon matching with Marshall University Joan C. Edwards School of Medicine, applications must meet all of the following requirements:
  - 2.6.1. Consent to and pass a background investigation;
  - 2.6.2. Consent to and pass a pre-training physical examination, alcohol and drug screening;
  - 2.6.3. Submit all required documentation of health status and immunizations as specified by the Office of Graduate Medical Education (GME); and,
  - 2.6.4. Fulfill any and all obligations that the Office of GME deems necessary for him/her to begin and continue duties as a Resident/Fellow, including but not limited to attending orientations, receiving appropriate testing and follow-up if necessary for communicable diseases, fittings for appropriate safety equipment, necessary training and badging procedures (all of which shall be

prior to appointment start date) unless specific permission is granted by the Program Director and notification of such agreement is given to the Designated Institutional Officer (DIO).

### **SECTION 3. RECRUITMENT**

3.1. During the interviewing process, candidates for the postgraduate medical education training (i.e., applicants who are invited for an interview) must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the Residency or Fellowship Program, either in effect or that will be in effect at the time of their eventual appointment.

3.1.1. Information that is provided must include: financial support, vacations, parental, sick, and other leaves of absences; professional liability, hospitalization, health, disability, and other insurance accessible to Residents/Fellows and their dependents.

3.2. Programs are strongly encouraged to, when available, participate in the National Resident Matching Program (NRMP) or, if a Fellowship, the Subspecialty Matching Program and/or the Supplemental Offer and Acceptance Program (SOAP) for filling positions.

### **SECTION 4. SELECTION CRITERION**

All programs must select Residents/Fellows based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities as specified by the individual programs. Programs may not discriminate on the basis of sex, race, age, religion, color, national origin, disability or veteran status.

### **SECTION 5. MONITORING**

The Office of Graduate Medical Education shall be charged with monitoring the Programs to ensure recruitment, matching and appointment policy compliance. At the conclusion of the selection process (i.e. after the Match), the Programs are to submit a report to the Office of Graduate Medical Education summarizing the recruitment, selection, and Matching process and appointment results.

**Effective Date: August 1, 2013**

Approved by GMEC: July 16, 2013

Approved by DIO: July 17, 2013