

**MARSHALL COMMUNITY HEALTH CONSORTIUM  
GRADUATE MEDICAL EDUCATION COMMITTEE**

**POLICY ON RECRUITMENT/ SELECTION OF RESIDENTS**

**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 recruitment, matching and appointment.
- 1.2. This policy also ensures conformity by establishing that the Consortium Office of Graduate Medical Education must monitor each program for compliance of the policies and procedures.

**SECTION 2. RESIDENT ELIGIBILITY**

- 2.1. Applicants to Marshall Community Health Residency 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 within the Consortium and its affiliated hospitals and training sites.
- 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 training or work visa which must be valid on the day training begins.
    - 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. Step 3 must have been successfully completed prior to accepting a PGY 2 or above position.
- 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, 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 Consortium, 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 Consortium Office of Graduate Medical Education (GME); and,
  - 2.6.4. Fulfill any and all obligations that the Consortium Office of GME deems necessary for him/her to begin and continue duties as a Resident, 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 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 and their dependents.

3.2. Programs must participate in the National Resident Matching Program (NRMP) and/or the Supplemental Offer and Acceptance Program (SOAP) for filling positions and must follow such rules and regulations as mandated by NRMP in filling open positions if applicable.

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

All programs must select residents 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, gender and/or gender identity, religion, color, national origin, disability or veteran status.

### **SECTION 5. MONITORING**

The Consortium 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 Consortium Office of Graduate Medical Education summarizing the recruitment, selection, and Matching process and appointment results.

<b>Effective Date:</b>	<b>August 8, 2014</b>
Approved by GMEC:	August 8, 2014
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