

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

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

**Effective Date:** August 1, 2013

**Revision Date:** September 30, 2021

**GMEC Policy Subcommittee Review:** November 2, 2022

**Review Date:** September 30, 2023

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**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.
- 1.3. This policy ensures that Marshall University School of Medicine, in partnership with each of its programs, will engage in practices that focus on ongoing, mission-driven, systematic recruitment and retention of a diverse and inclusive workforce of residents/fellows, faculty members, senior administrative staff members, and other relevant members of its GME community.

**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 or Canada, accredited by the Liaison Committee on Medical Education (LCME), and hold or be eligible or hold a WV Board of Medicine Educational Permit 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, or .
  - 2.2.3.b. Have a full and unrestricted license to practice medicine in an U.S. licensing jurisdiction in his/her current ACGME specialty/ Subspecialty program.

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. Information that is to be provided include, but not limited to:
  - 3.1.1. Stipends, benefits, professional liability coverage, and disability insurance accessible to trainees;
  - 3.1.2. Institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence; and,
  - 3.1.3. Health insurance accessible to trainees and their eligible 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, gender identity and/gender identity, 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.