

Policy Title	Resident Recruitment and Selection
ACGME Number	Institutional – IV.A Common – N/A
Page	Page 1 of 4

POLICY	
PURPOSE	The purpose of this policy is to define and establish fair and effective criteria for resident recruitment and selection in accordance with ACGME Institutional Requirements.
SCOPE	<p>The policy applies to all MHS-sponsored GME residency training programs, both accredited and non-accredited. The term "resident" refers to all medical graduate trainees (interns, residents, fellows) in all postgraduate GME training programs sponsored by MHS.</p> <p><i>Note:</i> In addition to being subject to specific policies and procedures required by all applicable accrediting bodies, GME Residents are also subject to policies and procedures applicable to MHS employees generally and enjoy those benefits of employment applicable to MHS employees of comparable classification.</p>
ACRONYMS	ACGME — Accreditation Council for Graduate Medical Education AOA — American Osteopathic Association CAO — Chief Academic Officer CMO (H) – Chief Medical Officer of individual hospitals in MHS CMO (S) –Chief Medical Officer of MHS CPME – Council on Podiatric Medicine DIO — Designated Institutional Official ECFMG — Educational Commission for Foreign Medical Graduates ERAS — Electronic Residency Application Service GMCEC — Graduate Medical Education Committee LCME — Liaison Committee on Medical Education MHS — Memorial Healthcare System MSPE-Medical Student Performance Evaluation NRMP — National Resident Matching Program OAA – Office of Academic Affairs PD — Program Director RRC — Resident Review Committee
DEFINITIONS	N/A
PROCEDURES	<p>It is the policy of Memorial Healthcare System not to discriminate and to provide equal employment opportunity to qualified persons regardless of race, color, gender, gender identity, religion, national origin, disability, marital status, sexual orientation, disabled and Vietnam era veteran status, age, pregnancy, genetic information, and any other categories protected by applicable federal, state or local law, ordinance or rule.</p> <p>MHS participates in and abides by all rules and regulations of the applicable national matching services for GME residents.</p>

Policy Title	Resident Recruitment and Selection
ACGME Number	Institutional – IV.A Common – N/A
Page	Page 2 of 4

	<p>Resident Eligibility</p> <ol style="list-style-type: none"> 1. Applicants to MHS accredited GME programs must meet one of the following criteria to be eligible for an appointment: <ol style="list-style-type: none"> a. A graduate of an accredited medical, podiatric, or dental school in the United States or Canada. b. A graduate of an international medical school and meet one of the following additional qualifications: <ul style="list-style-type: none"> • Have a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) • Hold an unrestricted license to practice medicine in the United States in his/her current ACGME specialty/subspecialty program. 2. Non-eligible applicants will not be considered for selection by MHS' GME programs. 3. Additionally, upon matching with MHS, applicants must meet all of the below requirements through completion of the MHS Employment Application and hiring process for all MHS employees. Applicants must: <ol style="list-style-type: none"> a. Complete any prerequisite accredited training specified by the applicable accrediting body. b. Satisfactorily complete a background check and a pre-employment health assessment, which includes a drug screen c. Demonstrate legal status to work in the United States as of the date of hire. d. Meet eligibility requirements to obtain and maintain a training license in the state of Florida. <p>Resident Selection</p> <ol style="list-style-type: none"> 1. For any residency training programs that are eligible for participation in a national match, the MHS residency training programs will participate in the applicable national matching service. 2. MHS does not offer PGY 1 positions outside of the match except for programs for which the NRMP does not offer a match. 3. Applicants must submit applications through the designated electronic application system. For programs that do not participate in a national matching system, paper or electronic template applications will be provided by the OAA on an as needed basis. 4. Eligible applicants will be screened by each program as determined by the PD ± his/her selection committee. 5. The PD ± his/her selection committee will invite selected candidates for an individual interview, which will be conducted in person or, in extenuating circumstances, by phone. 6. Eligible applicants will be evaluated and ranked based on criteria specifically defined by each program. Criteria may include, but are not limited to: <ol style="list-style-type: none"> a. Reviewed and confirmed eligibility requirements
--	--

Policy Title	Resident Recruitment and Selection
ACGME Number	Institutional – IV.A Common – N/A
Page	Page 3 of 4

	<ul style="list-style-type: none"> b. Performance on standardized medical, podiatric, or dental knowledge test c. Academic credentials and/or school transcript d. Letters of recommendation from faculty e. MSPE-Medical Student Performance Evaluation including class rank f. Personal Statement g. Scholarly activity h. Other information provided in the designated electronic application system or paper application i. Verbal and written communication skills j. Professionalism and personal characteristics k. Overall preparedness l. Interview feedback <p>7. The process of application, eligibility, selection, and appointment of residents to a program is the responsibility of the PD and/or any committees programs may have convened for this purpose.</p> <p>8. All residents who are offered and accept positions must consent to the MHS Employment Application, which includes the criminal background check, pre-employment drug screening, and confirmation of legal status to work in the United States.</p> <p>9. On rare occasion, when the program or the applicant cannot commit to beginning the training program as per national matching agreement, the program must follow all rules, including but not limited to filing a request for waiver as required by the applicable matching organization.</p> <p>10. MHS does not require that residents sign a noncompetition clause as part of the Resident Agreement of Appointment.</p> <p>11. Sample resident agreement will be made available annually to all applicants. The resident agreement outlines information as part of MHS contract policy.</p> <p>Resident Transfers</p> <ul style="list-style-type: none"> 1. It is the policy of MHS to not allow outside residents from other residency programs to transfer into MHS during its CMS cap building period for its individual hospitals. 2. Once such period ends individual programs may consider transfer residents currently enrolled in outside residency programs or those who have completed 1 or more years of residency but are not currently enrolled in a residency program. 3. No transfers can enter MHS residency programs without consultation of the DIO/OAA. 4. Transfer applicants from another training program: MHS programs will adhere to the eligibility requirements as specified in the applicable accrediting body’s rules and regulations,
--	---

Policy Title	Resident Recruitment and Selection
ACGME Number	Institutional – IV.A Common – N/A
Page	Page 4 of 4

	<p>employment laws, and MHS HR policy. The program director of the “receiving program” must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation from the current program director.</p>
REFERENCES	<p>ACGME Institutional Requirements, effective July, 2018 ACGME Common Program Requirement, effective July 2020 ACGME Program Specific Requirements – most recent as per RRC specialty</p> <p>MHS GME — Resident Noncompetition Policy MHS GME — Agreement Policy MHS Equal Employment Opportunity MHS Prohibition Against Discrimination MHS Immigration and Visa Sponsorship Policy</p>
ORIGINAL ISSUE DATE	July 2017
REVIEW/REVISION DATES	June 2020
POLICY OWNER	<p>Office of Academic Affairs</p> <p>If any of the statements contained in this policy conflict with any verbal statements or agreements made by any representatives of MHS, then the statements contained in this policy shall control the outcome of any such conflict.</p> <p>Memorial reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Healthcare System or as required by applicable law, regulation, or governing/accrediting body.</p> <p>Employees who have questions regarding information contained in this policy should contact the Office of Academic Affairs.</p> <p>This policy is intended to supplement standard MHS Human Resources (“HR”) policies. To the extent that this policy conflicts with any MHS HR policy, the standard HR policy shall govern and control.</p>