

Policy MMC13	Resident Selection, Eligibility and Appointment
Effective Date:	July 1, 2023
Reviewed/Revised Date:	
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Purpose

To outline the minimum institutional requirements for recruitment, eligibility, selection and appointment to a Methodist Medical Center of Oak Ridge ACGME-accredited residency or fellowship program.

Scope

This policy applies to all ACGME-accredited residency and fellowship programs within Methodist Medical Center of Oak Ridge.

Policy

1. Only applicants who are eligible for entry into Accreditation Council for Graduate Medical
 - A. Education (ACGME) approved graduate medical education (GME) program shall be selected for appointment as residents or fellows in Methodist Medical Center of Oak Ridge (MMC) ACGME approved training programs. Any additional eligibility requirements required by an individual Specialty Specific Review Committee shall be followed by the applicable GME program and communicated in the program specific eligibility, selection, and appointment policy.
2. Applicants must meet one of the following qualifications to be eligible for appointment to a MMC ACGME-accredited program:
 - a. Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,
 - b. Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or,
 - c. Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
 - i. Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
 - ii. Holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty or subspecialty program.
3. Applicants must have passing scores on Steps 1 and 2 (Clinical Knowledge and Clinical Skills) of the United States Medical Licensing Examination (USMLE) or an equivalent examination that qualifies for medical licensure (e.g., Comprehensive Osteopathic Medical Licensing Examination (COMLEX)).

Procedure

1. MMC ensures that its ACGME-accredited programs select among eligible applicants on the basis of residency program related criteria such as their preparedness; ability;

aptitude; academic credentials; communication and interpersonal skills; and personal qualities such as motivation and integrity. Applicants shall be selected without regard to race, color, sex, age, religion, national origin, disability, sexual orientation, veteran or marital status or any other applicable legally protected status. Programs should use recruitment strategies to ensure a diverse and inclusive work force.

2. All routine applications will be processed through the Electronic Residency Application Service (ERAS) when available. Positions that become available "off-cycle" may be filled outside of the MATCH only if the timing of the availability of these positions and a delay caused by the length of time to the next MATCH will cause a hardship on the Program. Opportunities for interviews will be extended to applicants based on their qualifications including USMLE scores, medical school performance, letters of recommendation, history of previous residencies / fellowships served, and program preference.
3. At the time of entry into the residency training program the candidate must be a citizen of the United States or a permanent resident.
4. At the time of entry into the residency training program the resident must possess a valid temporary physician license, or valid, unrestricted permanent medical license, issued by the appropriate medical board of the state of the resident's sponsoring residency program. A resident who does not possess a valid temporary or permanent physician license cannot perform patient care activities.
5. In selecting from among qualified applicants, programs must perform their selection through the National Resident Matching Program (NRMP), if applicable. The rules that govern NRMP participation for both matched and unmatched positions shall be followed. MMC agrees to the NRMP "All-In" policy, participating in the NRMP MATCH when available and will only consider applicants to MATCH-eligible programs through ERAS.
6. Programs requesting appointment of applicants who are not obtained through a formal match program (i.e. off-cycle residents, replacement residents) or obtained for a position not covered by this policy must submit required ERAS application information to the GME Office prior to offering a position.
 - a. Program directors must make no offers of employment or training without prior approval by the DIO.
 - b. All non-match appointment offers must be countersigned by the DIO.
7. Selected applicants for interview are informed, in writing or by electronic means, the terms, conditions, and benefits of appointment to an ACGME-accredited training program. Applicants are provided with information that includes, stipends, benefits, vacation, leaves of absence (including medical, parental and caregiver leaves of absence), professional liability coverage, disability insurance accessible to residents/fellows, and health insurance accessible to the resident/fellow and their eligible dependents. Equal access to the program, services, and activities for people with disabilities is available. Reasonable prior notice is requested to facilitate arrangement of accommodations. .
8. All residents and fellows must qualify for employment with Covenant Health. Some requirements for employment include a negative drug screen, clear criminal background check and the ability to participate in federal healthcare programs.