



## **Graduate Medical Education Policy**

Approved by the GMEC Committee on November 27, 2018

Effective Date: July 1, 2019

Review Date: May 2021

Next Review Date: May 2023

### **Policy Title: Resident Recruitment and Selection Policy and qualifications of applicants**

**Purpose:** To describe the methods of Resident/Fellow recruitment and selection and qualifications of applicants for residents and fellows

### **Resident Recruitment and Selection**

This policy is intended to establish valid, fair, effective, and ethical criteria for the recruitment and selection for Oklahoma State University Center for Health Sciences (OSU-CHS) residency/fellowship sponsored programs.

This policy provides for equitable procedures for resident selection and provides for appointment processes that meet criteria established by the ACGME. Recruitment and appointment of residents and fellows to OSU-CHS programs is performed by the respective program director and faculty under the oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education and in accordance with ACGME requirements.

The AAMC Electronic Residency Application Service (ERAS) is used for PGY1 residency applications. Fellowships, programs offering upper-level positions, and new programs approved too late for NRMP may accept applications by alternate methods. These appointments must be approved by the DIO.

Programs selected from among eligible applicants based on residency program-related criteria such as preparedness, ability, aptitude, their ability to benefit from the program, academic credentials, completion of osteopathic recognition eligibility requirements, communication skills, and personal qualities such as motivation, intellectual and humanistic qualities, professionalism and integrity. Programs must not discriminate with regard to gender, race, age, religion, color, sexual orientation, gender identity, national origin, disability, veteran status, or any other applicable legally protected status.

The program will establish a mechanism to screen all applications to determine which meet eligibility and program criteria. The program director or designee reviews applications that meet eligibility criteria, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications as established by each program.

Each applicant who is invited for an interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support, vacation; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families in effect at the time of interview or that will be in effect at time of matriculation.

Programs offering positions at the PGY1 level will participate in the National Resident Matching Program (NRMP) (unless the program is approved after usual recruitment season), and abide by its ethical and procedural rules. Positions unfilled in the match may be offered to qualified applicants by program directors, according to NRMP policies existing at the time.

The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of the rank order list or other offer of a residency position. Each program director must submit the rank order listing to the DIO prior to submission and at least seven (7) working days before the Rank Order List (ROL) deadline from the NRMP. Any transferring resident application must be reviewed and approved by the DIO. Before accepting a resident/fellow who has completed residency and/or fellowship training at an outside training program, or who is transferring from another program, the program must obtain verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident from the previous program director.

Immediately following receipt of the results of the Match or the acceptance of an offer for residency training, the program director is responsible for notifying the OSU-CHS Graduate Medical Education Office of all candidates accepted and providing a copy of each applicant's file for the University's permanent record. Each resident's file must include the following:

- a) Copy of the completed "Application for Graduate Medical Education" from ERAS.
- b) Primary Source Verification of completion of COCA or LCMS accredited medical school in the United States and copy of diploma.
- c) Documentation of any previous residency training (copy of certificate issued, letter of recommendation from program director)

Appointments are contingent on satisfactory results of a criminal background check and review and approval of credentials by OSU-CHS and the GME committee of the member institution and shall be made for a period specified by the program, up to a maximum of 12 months; reappointment shall be made annually for multi-year programs. Reappointments are not guaranteed and are based upon the resident's satisfactorily progressing in the program as determined by the Program Director and the program's Clinical Competency Committee.

### **Qualifications of Applicants**

Program directors must comply with the criteria for resident/fellow eligibility as defined in the Institutional Requirements [IR IV.A.] and as further specified by the Common Program Requirements [CPR III.A] and applicable specialty-specific program requirements. Applicants must meet one of the following qualifications to be eligible for appointment to an OSU-CHS ACGME-accredited program:

1. Graduation from a college of osteopathic medicine in the United States accredited by the Council on Osteopathic College Accreditation (COCA); or,
2. Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,
3. Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
  - a. Holding a currently valid certificate from the ECFMG prior to appointment; or,
  - b. Holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.

Each residency program may further specify more specific qualifications of applicants. All PGY-1 applicants must meet the OSU-CHS osteopathic recognition (OR) eligibility criteria as specified for each program. Since all OSU-CHS programs are required to achieve OR all applicants must meet the OR eligibility requirements as specified by each program. Exceptions to the OR requirements policy must be submitted to the DIO and approved by the OSU-CHS GMEC.

All prerequisite post-graduate clinical education required for initial entry or transfer into an OSU-CHS program must meet the requirements as specified in ACGME CPR III.A.2.