

Title: Resident & Fellow Eligibility, Selection and Appointments Policy	Page 1 of 2
Policy No: GME0013	Effective Date:

I. SCOPE

This policy applies to all residents training at MetroWest Medical Center (MWMC).

II. OBJECTIVE/PURPOSE

Recruitment, selection, and appointment of residents is performed by the Program Director with oversight by the Graduate Medical Education Committee (GMEC) in accordance with the Accreditation Council for Graduate Medical Education (ACGME) requirements. Each program must have a formal, written process to ensure fair and consistent consideration and decision making regarding applications for residency positions.

III. DEFINITIONS – N/A

IV. POLICY

Applicants with one of the following qualifications are eligible for appointment to a MetroWest Medical Center residency program:

- Graduation from a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME).
- Graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
- Graduation from a medical school outside the United States or Canada and hold one of the following additional qualifications:
 - Holds, or will hold prior to appointment, a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG)
 - Holds a full and unrestricted license to practice medicine in the United States licensing jurisdiction in his or her current ACGME program

Selection

Residents shall be selected from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Program Directors will not discriminate against any applicant because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical disability or medical condition, or because of age or citizenship. Program Directors must adhere to the established practices, policies, and procedures in all institutions to which residents are assigned.

All applications for PGY-1 will be submitted and reviewed through the Electronic Residency Application Service (ERAS).

In selecting from among qualified applicants, programs will participate in an organized matching program known as the National Residency Matching Program (“NRMP”) or an equivalent program as applicable.

Information for Invited Applicants

The current benefits and conditions of appointment will be available to candidates invited to interview. These include but are not limited to financial support; professional liability; health, disability and other insurance provided for residents and fellows, and their eligible dependents; the conditions under which meals, laundry services or the equivalent are to be provided; and the MetroWest Medical Center policy for vacation and leaves of absence including the coverage for medical, parental and caregiver leaves of absence. Any update to the benefits will be provided with the initial contracts.

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Initial Appointments

Initial appointment requires the completion and submission of the minimum requirements outlined below, via the online onboarding portal unless otherwise indicated. Residents are responsible for ensuring timely submission of all required onboarding materials:

- Primary source documents consistent with supporting current employment agreement standards for Resident’s ability to demonstrate that he/she is a graduate of an accredited medical school. Primary source documents are currently recognized as: final medical school diploma, final and authenticated medical school transcript, and, if applicable, authenticated transfer credit transcript(s).¹
- Passing of USMLE Step 1 & 2; or COMLEX Level 1 & 2CE examinations
- All International Medical Graduates must hold an ECFMG Certificate, and applicable work visa.
- If a visa is required, resident must notify the Program Coordinator to ensure adequate coordination with the MetroWest Medical Center Legal Counsel, if applicable.
 - **Note:** Only J-1 Visas are accepted for MetroWest Medical Center GME Programs.
- Employment Authorization Documents (EAD) are required for all foreign nationals
- MetroWest Medical Center onboarding forms
- Satisfying all MetroWest Medical Center employment related screening prior to commencing the residency program, including but not limited to background checks and drug screens
- All residents are instructed to contact their Program’s coordinator if they have any concerns or questions.

Transfer Appointments

All appointments of transfer residents must be approved by the Designated Institutional Official.

Residents may not be offered a transfer appointment until the Program Director has received a written evaluation from the prior residency program director. The evaluation must include a written assessment of the resident’s progress across the six ACGME general competencies. No resident accepted in transfer may formally begin the residency program until they satisfy all MetroWest Medical Center employment requirements listed for Initial Appointments.

Post Graduate Year Determination

Stipend levels for trainees entering programs beyond their first core residency training program will be determined on the basis of the PGY level that they are entering the program, or the number of accredited years required by the ACGME for eligibility in that program, regardless of any other advanced or GME training the trainee may have completed outside of MetroWest Medical Center.

V. **PROCEDURE AND/OR PROVISIONS – N/A**

VI. **REFERENCES – N/A**

VII. **APPENDIX / ATTACHMENTS – N/A**

VIII. ADMINISTRATIVE RESPONSIBILITY

Policies will go to GMEC for approval and the DIO will sign once approved.

APPROVAL SIGNATURE

Jason Konter, MD
Designated Institutional Official

Date