



Title: Resident Recruitment and Selection Policy

RP- 119

Written By: Chief Development Officer

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PURPOSE:

Wayne Memorial Community Health Centers recruits and selects applicants who will become resident physicians of its Accreditation Council of Graduate Medical Education (ACGME)- accredited residency program(s). ACGME requires Sponsoring Institutions to have written policies and procedures for resident recruitment, selection and appointment.

DEFINITIONS:

- **Applicant:** A MD or DO invited to interview with WMCHC's ACGME-accredited programs.
- **Electronic Resident Application Service (ERAS):** Is an online application services used to deliver residency applications and supporting documentation to residency programs.
- **Fifth Pathway Program:** The Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions:
 - Have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in the United States medical school;
 - Have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools;
 - Have completed all of the formal requirements of the foreign medical school except internship and/or social service;
 - Have attained a score satisfactory to the sponsoring medical school on a screening examination; and
 - Have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts 1 and 2 of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).
- **National Resident Matching Program (NRMP):** NRMP is a private, non-profit corporation which provides a uniform date of appointment to positions in graduate medical education in the United States.

POLICY & PROCEDURE: Applicants must meet certain qualifications for participation and appointment in the ACGME-accredited residency program. To ensure all applicants meet the necessary qualifications, the application and selection of residents for the WMCHC Family Medicine Residency Program is facilitated by the Electronic Resident Application Service (ERAS). The Program Director and GMEC review all qualifying applications. Interviews are granted to those applicants thought to possess the most appropriate qualifications, for the program. The Program Director makes the final decision on ranking.

- Eligibility:** Applicants with one of the following qualifications are eligible for appointment to WMCHC's ACGME-accredited residency programs.
1. Graduates of medical schools in the United States and Canada accredited by Liaison Committee on Medical Education (LCME).
 2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association.
 3. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - a. Currently have a valid certificate from the Educational Commission of Foreign Medical Graduates (ECFMG).
 - b. Have a full unrestricted license to practice medicine in a United States licensing jurisdiction.
 4. Graduates of medical schools outside the United States who have completed a Fifth Pathway program.

Application:

- Candidates must apply to the residency program using the Electronic Resident Application Services (ERAS).
- Applications will be reviewed by the program. Applicants who best meet the desired program criteria will be invited for an interview at the sole discretion of WMCHC.

Resident Selection:

- Resident Physicians are selected based on WMCHC's sole discretion, to include preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities as well as but not limited to, motivation and integrity.
- WMCHC will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any legally protected status.

Procedure:

- Only applicants who meet WMCHC's eligibility requirements for its ACGME-accredited residency program will be considered.

- Applicants must utilize ERAS to submit application and to submit supporting credentials. The application packet must include the following:
 - Application form
 - Letters of recommendation
 - Medical school performance evaluation and/or Dean's letter
 - Medical school transcript
 - Personal statement
 - United States Medical Licensing Examination (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) transcript
 - Educational Commission of Foreign Medical Graduates (ECFMG) number if applicable
- Interviews: Only candidates who have submitted all required credentials and supporting documents will be invited to interview. The WMCHC Recruitment & Selection Committee will determine which candidates will be invited to interview.
- Resident selection:
 - The WMCHC Residency Program Recruitment & Selection Committee will rank candidates through the NRMP.
 - The Program Director shall be responsible for verifying the eligibility of all candidates being considered prior to submission of the rank order list.
 - Candidates that match will be sent an official resident contract.
 - Resident appointment shall be for 1 year contingent upon completion of all pre-employment documentation and issuance of Pennsylvania medical license.