

GME Policy/Regulations	
Title/Number: Resident /Fellow Eligibility, Recruitment and Selection	Policy # _____
Policy Champion: Office of Medical Education and GMEC	
Policy Sponsor: Meghan Walsh M.D.	
Stakeholder: OMD, GMEC, HR, Residents/Fellows	
Final Approval Body: GMEC	
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Purpose

To ensure the well being of patients by establishing and maintaining policies and requirements for the eligibility, recruitment, and selection of residents/fellows that meets HCMC, Accreditation Council of Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME) , and Commission on Dental Accreditation (CODA) requirements.

Policy

HCMC requires that prospective residents/fellows meet the specific eligibility requirements established by ACGME, CPME, and CODA, and pursuant to this policy's procedures.

Residents are recruited and selected pursuant to the National Resident Matching Program's (NRMP's), Centralized Application Service for Podiatric Residencies' (CASPR), and Postdoctoral Dental Match Program (the "Match's") formal processes and agreements. Fellows are recruited and selected pursuant to their programs RRC requirements.

Residents/Fellows who meet the eligibility requirements and are selected by the Program shall receive a contract confirming their appointment for one-year to the resident/fellow staff. This initial contract and all subsequent contracts are established for one year.

Candidates will be informed of the terms, conditions, and benefits of appointment to their program pursuant to the procedures listed below

Residents / Fellows must complete all orientation and onboarding requirements or will not be able to start their contact (includes Residency Permits)

Definitions

Candidates: Applicants who are invited for an interview.

Procedures

Eligibility

Hennepin County Medical Center (HCMC) resident/fellow applicants must meet one of the

following qualifications to be eligible for appointment to a residency/fellowship, subject to additional qualifications as may be specified in specialty/subspecialty-specific program requirements:

1. Graduation from medical or dental schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
2. Graduation from medical schools in the United States and Canada accredited by the American Osteopathic Association (AOA).
3. Graduation from podiatric medical schools in the United States accredited by the Council on Podiatric Medical Education (CPME).
4. Graduation from medical schools outside of the United States and Canada and meet one of the following conditions:
 - a. Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) or:
 - b. Holds a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in which he or she is training; or,
 - c. Has graduated from a medical school outside the United States and completed a Fifth Pathway* program provided by an LCME-accredited medical school
5. U.S. citizen graduates from medical schools outside the United States and Canada who cannot qualify under "4" (noted above), but who have successfully completed the licensure examination in a U.S. jurisdiction in which the law or regulations provide that a full and unrestricted license to practice will be granted without further examination after successful completion of a specified period of graduate medical education.
6. Graduates of medical schools in the United States and its territories not accredited by the LCME but recognized by the educational and licensure authorities in a medical licensing jurisdiction who have completed the procedures described in paragraph "5" (noted above). Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school (U.S. or Canadian School).
7. HCMC does not accept residents/fellows requiring an H1-B visa. Exceptions may be made in rare circumstances such as being part of a recruitment package for a new faculty member to allow for a spouse to enter our program under an H1-B visa, and must be approved by the GMEC/DIO.

Recruitment

1. Resident recruitment is the responsibility of each training program.

2. Each program recruits prospective residents pursuant to the NRMP's, CASPR, or "the Match's" formal processes and agreements.
3. Each program will identify candidates for participation in the interview process, and these candidates will be informed, in writing or via electronic means, of the following:
 - a. The terms, conditions, and benefits of appointment to the program in effect either at the time of the interview or that will be in effect at the time of their eventual appointment.
 - b. The information will include at least the following:
 - i. Financial support
 - ii. Parental, sick, and other leaves of absence
 - iii. Other insurance and benefit accessible to the residents/fellows and their dependents.

Resident Selection

1. Resident candidates who meet the eligibility requirements are ranked by the program via the NRMP, CASPR, or the Match's match processes.
2. The residents who are selected for residency at HCMC via the NRMP, CASPR, or the Match's match processes will be notified of their appointment to HCMC.
3. Once the prospected residents are confirmed through the NRMP, CASPR, or the Match's match processes, they will receive a contract confirming their appointment for one-year to the HCMC resident/ staff.
 - a. This initial contract and all subsequent contracts are established for one year.
4. In unique circumstances, resident candidates may be selected outside of the match process described in 1-3 above.

Fellow Selection

1. Fellow candidates who meet the eligibility requirements are evaluated and selected pursuant to their RRC requirements.
2. Once the prospective fellows are selected, they will receive a contract confirming their appointment for one-year to the HCMC fellow staff.
 - a. This initial contract and all subsequent contracts are established for one year.

Orientation and Onboarding

All residents / fellows must complete all orientation and onboarding requirements or will not be able to start their contact (includes Residency Permits).