I. **Purpose.** The purpose of this Recruitment, Eligibility, and Appointments Policy is complying with all relevant ACGME requirements and to provide guidance for the recruitment process for residents and fellows.

II. **Scope.** This Policy applies to all ACGME accredited residency and fellowship program.

III. **Policy.** It is the policy of Butler Hospital that all training programs meet ACGME standards and all applicants training receive appropriate information about the training program. It is the policy of Butler Hospital that all residency and fellowship training programs have a policy and procedure that focus on securing recruitment and retention of minorities underrepresented in medicine and medical leadership. Each program’s annual evaluation must include an assessment of the program’s efforts to recruit a diverse workforce.

IV. **Definitions.**

   Applicant: Includes a medical student who is in their 4th year of medical school, an intern in a preliminary or transitional year.

   USMLE: Three step examination that is taken by osteopathic and allopathic medical students. Passing step one is required to do clinical rotations as a student in most schools. Step 2 is typically taken in the 4th year and is required to apply for licensure in Rhode Island. Step 3 is typically taken the 1st and 2nd year of residency.

V. **Procedure.**

   (a) Application for appointment to an ACGME-accredited program may be accepted for any of the following:

   i. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
ii. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).

iii. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:

   I. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment.

iv. Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

(b) Applicants who completed medical school outside of the U.S. must meet and should exceed the following requirements:

   i. Passed steps 1 and 2 by second try with a score >200.

   ii. Had a meaningful clinical direct patient care experience of at least 2 months in the U.S. health care industry during the past 2 years, with two reference letters.

   iii. Eligible for ECFMG certification.

   iv. Completed medical school within the past five years.

(c) Each program shall establish a system of recruitment and evaluation of applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

(d) No program shall discriminate with regard to sex, race, age, religion, color, national origin, disability, sexual orientation or veteran status.

(e) The Butler Hospital and its ACGME-accredited programs shall participate in an organized matching program, such as the National Resident Matching Program, where available.

   i. Any residency program that participates in the NRMP’s Main Residency Match must register and attempt to fill all of its positions through the Main Residency. A “program” is defined by its ACGME number.

   ii. This requirement does not apply to fellowship programs.

II. Eligibility

(a) Residency Programs

   i. All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME- accredited residency programs must be completed in ACGME-accredited residency programs, or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited programs located in Canada.

   ii. Residency programs must receive verification of each applicant’s level of competency in the required prerequisite training using ACGME or CanMEDS Milestones assessments from the program training program.

(b) Fellowship Program

   i. All required clinical education for entry into ACGME- or ABMS-accredited fellowship programs must be completed in an ACGME-accredited residency program, or in an RCPSC-accredited or CFPC-accredited residency program located in Canada.
ii. Fellowship programs must receive verification of each entering fellow’s level of competency in the required field of prior training using ACGME or CanMEDS Milestones assessments from the core residency program.

VII. Information to be provided to the applicant
   a. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment.
      i. Information that is provided must include:
         1. Financial Support
         2. Vacations
         3. Parental
         4. Sick and other leaves of absence
         5. Professional Liability
         6. Hospitalization
         7. Health
         8. Disability and other insurance accessible to residents/fellows and their eligible dependents.

VIII. Appointment
   a. Appointments are contingent on satisfactory results of a criminal background check and review and approval of your credential appointments 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.
   b. The offer of appointment shall be made by issuance of a Resident Agreement; the specific program, the PGY level if a multi-year program, the stipend level and the vacation allotment shall be specified as part of the agreement.
   c. Acceptance of the appointment shall be indicated by return of a signed copy of the Resident Agreement to the program director. The signed document shall be maintained in departmental files.

REFERENCES:
ACGME Institutional Requirements effective July 2018, Sec. IV.A. Resident/Fellow Recruitment
ACGME Common Program Requirements effective July 2019, Sec. I.C. and noted in V.C.1.c).(5).(c).

APPROVAL/REVISION:
2/3/2020: Policy approved by BH GMEC