Resident Eligibility & Selection

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Effective Date: 09/20/2004
Revised Date: 11/12/2013, 8/21/2017
Reviewed Date: 11/18/2013, 08/13/15, 10/19/2015, 8/21/2017
Approved by: GME Committee
Saint Joseph Mercy Health System Legal Office

Resident Eligibility

Policy: Candidates for residency at St. Joseph Mercy Ann Arbor and/or St. Joseph Mercy Livingston must satisfactorily prove and provide documentation of a medical degree, a passing score on the USMLE or COMLEX, and other relevant credentials as determined by the Graduate Medical Education Committee. Program Directors and the GME Office of St. Joseph Mercy Ann Arbor and/or St. Joseph Mercy Livingston shall be responsible for review of the credentials of all applicants for residency and fellowship to assure that applicants meet the eligibility requirements for residency and fellowship specified by the Graduate Medical Education Committee, the Accreditation Council for Graduate Medical Education, the State of Michigan Board of Medicine, and other appropriate regulatory and accreditation organizations.

Requirements and Procedure: United States Medical License Examination (USMLE) or Comprehensive Osteopathic Medical Licensing Exam (COMLEX) Requirements: all applicants for residency must have a passing score on Step 1 of the USMLE or COMLEX at the time of application. Candidates for residency must have passed Step 2 of the USMLE or the COMLEX, and the Clinical Skills Assessment prior to the start of residency as a condition of employment. All applicants for fellowships must have a passing score on Part 1, Part 2 and Part 3 of the USMLE or COMLEX, at the time of application. Candidates for fellowship must have completed the requirements for eligibility for core program board certification in the specialty at the time of applying for the fellowship program.

Qualifications and credentials:

1. Graduate of a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME). Valid documentation of graduation includes certification from the Dean of the medical school that the candidate is eligible to apply for residency through the Electronic Residency Application Service (ERAS), managed by the Association of American Medical Colleges, or presentation of the original diploma from the medical school, or written confirmation from the Dean of the medical school that the candidate is a graduate of the medical school. Only candidates registered through ERAS shall be deemed eligible for appointment.

2. Graduate of a college of osteopathic medicine in the United States accredited by Commission of Osteopathic Accreditation (COCA) in association with the AOA. Valid documentation of graduation includes certification from the Dean of the college of osteopathic medicine that the candidate is eligible to apply for residency through the Electronic Residency Application Service (ERAS) managed by the Association of American Medical Colleges, or presentation of the original diploma from the college of osteopathic medicine, or written confirmation from the Dean of the college of osteopathic medicine that the candidate is a graduate of the school. Only candidates registered through ERAS shall be deemed eligible for appointment.

3. Graduate of a medical school outside the United States and Canada who meets one of the following qualifications:
   a. Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates.
b. Holds a full and unrestricted license to practice medicine in the State of Michigan in his or her current ACGME specialty/subspecialty program. Valid documentation of a Michigan medical license must be confirmed in writing to the Program Director by the Graduate Medical Education Office before the candidate is eligible for appointment to residency at St. Joseph Mercy Ann Arbor Hospital and/or St. Joseph Mercy Livingston Hospital.

c. Graduate of a medical school outside the United States and Canada who has completed a Fifth Pathway program provided by a medical school accredited by the Liaison Committee on Medical Education (LCME). Valid documentation of completion of a Fifth Pathway program must be confirmed in writing to the Program Director by the Graduate Medical Education Office before the candidate is eligible for appointment to residency at St. Joseph Mercy Ann Arbor Hospital and/or St. Joseph Mercy Livingston Hospital.

(4) Applicants who graduated from medical school two or more years prior to the anticipated date of enrollment in a SJMAA and/or SJML graduate medical education program must document active involvement in clinical practice during the intervening period. Acceptable documentation of clinical practice may include service as a medical officer in the military, National Health Service Corps service, Indian Health Service experience, or other similar types of government or public health related service obligations. Completion of a clinically relevant advanced degree (e.g., PhD, MPH), involvement in postdoctoral research in a nationally prominent research institution, or other clinically relevant research activities immediately following graduation from medical school may be accepted in lieu of clinical experience at the discretion of the Director of Medical Education and the Program Director.

(5) Residents must be eligible to work in the United States. Trinity may, in its discretion, sponsor eligible candidates for U.S. permanent residency or work authorized immigration status in limited circumstances, such as when it determines there is a need for critical skills or when exceptions will help staff some "hard to fill" positions. In such limited circumstances, the advance approval of the Executive Vice President/Chief Human Resources Officer (EVP/CHRO) must be obtained for any candidate who will be sponsored for a visa under this policy.

For, applicants who are not U.S. citizens, who do not have status as a Permanent Resident, or who do not have some independent employment authorization for work, sponsorship for H-1B or medical program sponsorship for J-1 status, where legally eligible (i.e. cap exemption for H-1B classification or ECFMG or equivalent program sponsorship for J-1 status) may be required. An applicant who cannot quality for a work authorized immigration classification, and has passed the USMLE Step 3, may request that SJMAA or SJML sponsor the applicant for an H-1B visa. The request will be presented to the Graduate Medical Education office for approval. Applicants may agree to pay for premium processing of the petition for immigration sponsorship, and must cooperate with legal counsel selected by SJMAA or SJML, including submitting all documentation requested to the Graduate Medical Education office.

Resident Recruitment

Policy: Residency and fellowship programs sponsored by St. Joseph Mercy Ann Arbor (SJMAA) and/or St. Joseph Mercy Livingston (SJML) shall actively recruit and select residents and fellows from among eligible candidates on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities, such as motivation and integrity. Programs shall not discriminate with regard to race, gender, color, creed, religion, national origin, ancestry, age, marital status, disability, sexual orientation (including gender identity), protected veteran status, or any other classification protected by federal, state or local laws.

Requirements & Procedure:

(1) Program Directors, in cooperation with the Director of Medical Education and department education committees, will develop and implement an annual recruitment plan for their program, including budget, in order to assure maximum effort is made to attract well qualified candidates for residency and fellowship at St. Joseph Mercy Ann Arbor Hospital and/or St. Joseph Mercy Livingston Hospital. Recruitment plans should include the criteria and methods used by the program to measure qualifications of candidates, methods used to communicate program information to candidates, approximate timetable for the annual recruitment effort, assignment of key responsibilities to specific individuals, interview procedures, and post-match evaluation of the recruitment process.

(2) Recruitment budget plans should be reviewed and discussed with the GME Manager each year, before the February budget process for the fiscal year beginning the following July.

(3) Recruitment plans and activities will have high priority in the budget for Graduate Medical Education.

(4) Annual updates to program recruitment materials (website) should be made by the Program Director, and submitted through the program coordinator.

(5) Written or verbal commitments to candidates during the recruitment process regarding salary, benefits, and conditions of employment cannot be made beyond those approved by the hospital and the Graduate Medical Education Committee. While such unauthorized commitments will generally be honored to protect the integrity of
the resident recruitment process, the individual(s) making unauthorized commitments will be subject to disciplinary action up to, and including termination of employment.

**Resident Selection & Appointment**

**Policy:** Residents should be selected and appointed from among eligible, qualified candidates only through the National Resident Matching Program (NRMP) after 2018, if the selected specialty participates in the Match. It is highly desirable that all candidates for residency, whether selected through the Match or outside the Match, be personally interviewed by the Program Director and by other key members of the faculty, and house staff, prior to being listed on the NRMP Match Rank Order Lists or being proposed as a candidate outside the Match.

Positions are occasionally available outside the NRMP Match process for reasons such as attrition, off-cycle appointments, unfilled positions in the Match, unaccredited specialties, or a sub-specialty that more commonly fills positions outside of the match. Candidates for such positions shall be proposed by the Program Director to the Director of Medical Education prior to making any offer of a position or contract. The Director of Medical Education, in cooperation with the Program Director, shall be responsible for certifying the eligibility and qualifications of any candidate proposed for appointment outside the NRMP Match process.

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. Information that is provided must include: financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents.

The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its programs with regard to implementation of terms and conditions of appointment. The contract/agreement of appointment must directly contain or provide a reference to the following items:

a) resident/fellow responsibilities;
b) duration of appointment; (Core)
c) financial support for residents/fellows; (Core)
d) conditions for reappointment and promotion to a subsequent PGY level; (Core)
e) grievance and due process; (Core)
f) professional liability insurance, including a summary of pertinent information regarding coverage; (Core)
g) hospital and health insurance benefits for residents/fellows and their eligible dependents; (Core)
h) disability insurance for residents/fellows; (Core)
i) vacation, parental, sick, and other leave(s) for residents/fellows, compliant with applicable laws; (Core)
j) timely notice of the effect of leave(s) on the ability of residents/fellows to satisfy requirements for program completion;
k) information related to eligibility for specialty board examinations; and, (Core)
.l) institutional policies and procedures regarding resident/fellow duty hours and moonlighting

Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident. A program director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.

**Requirements and Procedure:**

1. **The Match:** All residency programs should follow the policies and procedures of the NRMP Match as listed in the annual Match contracts. The Director of Medical Education and Program Directors will be responsible for coordination of this process and for all official communications with the match programs, e.g., contracts, change in quotas, certification of rank order lists.

2. **The NRMP SOAP Program & Candidates outside the Match:** Candidates proposed for open positions during the NRMP SOAP program shall be immediately reviewed for appointment by the Program Director and the Director of Medical Education in order to assure required credentials are provided. All candidates proposed for appointment outside of the Matches should be jointly reviewed by the Program Director and the Director of Medical Education to determine eligibility and qualification requirements are met. It is highly desirable that the candidate interview with the Program Director and key faculty as part of the qualifications review process. If the Program Director and the Director of Medical Education agree that the candidate is eligible and qualified, and meets the selection criteria
determined by the Program, the CEO will sign an employment contract to be offered to the candidate. The contract will be mailed or otherwise delivered to the candidate by the Graduate Medical Education Office with a cover letter from the Program Director.

(5) **Recruitment Report:** The Director of Medical Education will issue a report to the Medical Executive Committee on the Match Results each year. These reports will also be communicated to the Medical Staff Credentialing Committee.

**Accommodation of Disabilities**

**Policy:** Resident physicians and fellows with disabilities will be provided reasonable accommodation in accordance with Hospital Policy and the Americans with Disabilities Act.

**Procedure:** The Resident/Fellow’s request for accommodation of a disability shall be submitted in writing to their Program Director. The Program Director shall meet with the Director of Medical Education and the appropriate representative from Human Resources to develop a plan for reasonable accommodation or to make a determination that the disability cannot be reasonably accommodated in the training program.

**Restrictive Covenants**

**Policy:** Residents and fellows must never be required to sign a non-competition guarantee/agreement.

**Responsibility:** GME Committee

**Joint Commission Functional Chapter:** Leadership