

**PURPOSE:** To establish guidelines for selection and appointment of Residents.

**POLICY:** It is the policy of the Graduate Medical Education to ensure that all residency applicants satisfy uniform eligibility standards, detailed below. The application process meets all requirements of the Equal Employment Opportunity and the Americans with Disability Act, ensuring that all qualified applicants are afforded review without discrimination based on sex, race, age, religion, color, national origin, disability or veteran status. Once selected, all candidates must have proper documentation including clinical competency. The clinical competency review and approval process shall be complete before a postgraduate trainee delivers care.

**PROCEDURE:**

**SELECTION**

- 1) Applications for Residency/Fellowships are submitted exclusively through ERAS (Electronic Residency Application Service) or ADEA Postdoctoral Application Support Service (ADEA PASS). The application criteria are established by each program's selection committee and are published on the departmental websites and provided to all inquiring applicants

Suggested criteria included but are not limited to the following:

- i. Minimum score criteria by each program
- ii. Pass the USMLE I and USMLE II (CS & CK) or COMLEX 1 and COMLEX II(CE & PE) for ACGME programs
- iii. Pass the NBDE 1 and NBDE 2 for Dental programs
- iv. Valid ECFMG certificate by the NRMP match date.
- v. Graduation from medical school in the past 10 years

- 2) Applicants are screened based on departmental criteria such as: test scores, letters of recommendation and personal statement. Prior experience in USA is not required.

Selected applicants are invited for an in-person or online interview. Every applicant invited for interview meets at least two members of the resident selection committee. **In-person applicants-** The applicants are given a tour of the hospital and meet with residents/fellows in the residency programs. **Online applicants-** The applicants are invited to a virtual or in-person workshop session. At the session the applicants meet with the residents or fellows and is offered an in-person tour of the hospital. Once the interviews are concluded, the department prepares a rank order list and the latter is submitted to the NRMP or NMP.

Interviews are generally scheduled from August to October for fellowship programs and mid-October through mid-January for residency programs. Each applicant invited to an interview for a resident/fellow position will be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointments.

Information provided will include: stipends, benefits, vacation, leaves of absence professional liability coverage, and disability insurance accessible to residents and fellows; and health insurance accessible to residents and fellow sand their dependents

- 3) All first year positions will be filled through the NRMP or NMP. Programs may elect to not participate in the match with approval from the Designated Institutional Official (DIO).
- 4) For the candidates who match at Lincoln Medical Center and are not American citizens, the hospital sponsors H1 visas and ECFMG provides sponsorship for J1 visa.

**APPOINTMENT:**

All selected candidates will receive an appointment letter specifying: program, salary, PGY&PL level, evaluation process, information regarding orientation dates and for categorical residents' information regarding promotion requirements:

1. The resident/Fellow will receive a written agreement of contract (Individual House Staff Contract and Annex to Contract) outlining the terms and conditions of their appointment to the program.
2. The contract/agreement of appointment will directly contain reference to the following items (as outlined on the annex):
  - a) resident/fellow responsibilities;
  - b) duration of appointment;
  - c) financial support for residents/fellows;
  - d) conditions for reappointment and promotion to a subsequent PGY level;
  - e) grievance and due process;
  - f) professional liability insurance, including a summary of pertinent information regarding coverage;
  - g) health insurance benefits for residents/fellows and their eligible dependents;
  - h) disability insurance for residents/fellows;

- i) vacation, and leave(s) of absence for residents/fellows, compliant with applicable laws;
  - 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,
  - l) institutional policies and procedures regarding resident/fellow duty hours and moonlighting.
- 3. Employment is contingent on a satisfactory completion of the following:
- 4. Medical Clearance in accordance with HHC **Operational Procedure :20-19**
- 5. Background Investigation including verification of identity and eligibility to work in the United states as outlined on Form 1-9 and
- 6. Education Verification in accordance with **HHC Operational Procedure :20-47**

## **POSTGRADUATE DOCUMENTATION FILES**

New Residents/Fellows must provide the following documentation to the clinical department:

- 1. Completed application or National Residency Matching Program application,
- 2. Proof of identity, citizenship or immigration status,
- 3. Two (2) recent letters of reference,
- 4. Dean letter or Medical school performance evaluation (MSPE) (notarized translation into English where applicable),
- 5. Medical school transcript, (notarized translation into English where applicable),
- 6. Original medical school diploma, (notarized translation into English where applicable),
- 7. Valid ECFMG certificate, if applicable (meeting NYS standards),
- 8. USMLE or COMLEX Score Reports
- 9. NBDE(part 1 & 2) for ADA programs
- 10. Documented evidence of prior medical training (clerkships and residencies) including the name of each institution, program completed, dates attended, names of the
  - a. Physician responsible for monitoring the trainee's performance, and specific competencies achieved according to the six core competencies.

11. Current New York State licensure/registration or limited permit, if applicable,
12. Current DEA registration, if applicable,
13. Documentation of a current medical assessment,
14. Signed release form for background check and verifications.