

## Guidelines for Selection and Appointment of Residents

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.

### PROCEDURE:

#### Institutional Requirements

- 1) An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME/ADA accredited program:

#### ACGME programs:

- a) graduation from a medical/Dental school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or, accredited by the American Osteopathic Association (AOA); or,
  - b) graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
    - i) holds a currently-valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or,
    - ii) holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty/subspecialty program; or,
    - iii) has graduated from a medical school outside the United States and has completed a Fifth Pathway\*\* program provided by an LCME-accredited medical school.
- 2) Applications for Residency 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 enquiring 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

- 3) Applicants are screened based on their testing scores, letters of recommendation and personal statement. Prior experience in USA is not required.

Selected applicants are invited for interview. Interviews are generally scheduled from November through mid-January. Every applicant invited for interview meets at least two members of the resident selection committee. The applicants are given a tour of the hospital and meet with residents/fellows in the residency programs. Once the interviews are concluded, the department prepares a rank order list and the latter is submitted to the NRMP or NMP.

Applicant invited to 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 ACGME/ADA 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 provided will 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.

- 4) Most of the available positions are filled through the NRMP or NMP. In rare instances applicants may be offered a pre-match position in accordance with the rules and requirements established by the NRMP and NMP.
- 5) 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. Applicants applying for H1 visa must be approved by the DIO based on the H1B visa requirements. H-1 are no longer available
- 6) All selected and matched residents receive appointment letter (sample appointment letter-**appendix 2a**), a copy of which is returned to the department. The incoming resident/fellow receive mandatory orientation organized by the GME 10-14 days before the official beginning of their training. The employment contract is in accordance with the agreement between the CIR (Committee of Interns and Residents) and the HHC (Health and Hospital Corporation).
- 7) The resident/Fellow will receive a written agreement of contract (House Staff Contract and Annex **appendix 2b & c**) outlining the terms and conditions of their appointment to the program.

- 8) The contract/agreement of appointment will directly contain reference to the following items (as outlined in **appendix 2c**):
- 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) hospital and health insurance benefits for residents/fellows and their eligible dependents;
  - h) disability insurance for residents/fellows;
  - i) vacation, parental, sick, and other leave(s) 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.
- 9) Your employment is contingent on a satisfactory completion of the following:
- a) Medical Clearance;
  - b) Background Investigation including verification of identity and eligibility to work in the United states as outlined on Form 1-9(**appendix 2d**) and
  - c) Education Verification.

**Attachments:**

- A- Sample of appointment letter
- B- Housestaff Contract
- C- Annex to NYC H+H –Housestaff Contract
- D- Form I-9, Employment Eligibility Verification