

## Selection

<b>Effective:</b>	July 1, 2018
<b>Reviewed by GMEC:</b>	April 10, 2018
<b>Initial Approval by GMEC:</b>	August 4, 1993

### Statement

Residents are selected from eligible applicants on a fair and equitable basis regardless of gender, age, race, religion, color, national origin, disability or veteran status, or any other applicable legally protected status. Selection is based upon preparedness, ability, aptitude, academic credentials, communication skills, and PH behavioral expectations.

### Associated Policy (ies)

Eligibility

Transfer of Residents

### Responsible Positions (Title)

Residents & Fellows

Program Director

GME Office

### Equipment Needed

None

### Procedure Steps, Guidelines, Rules, or Reference

1. Candidates must meet eligibility criteria to be considered for selection.
2. All programs are required to participate in the Electronic Residency Application System (ERAS) and the National Resident Matching Program (NRMP) with the exception of dental medicine, and non-NRMP programs. These programs will follow NRMP's terms and conditions.
3. All applicants are required to complete an application and submit this along with board scores, letters of reference, a dean's letter, and a medical school transcript to ERAS. In the case of non-NRMP programs, the applicant should provide information directly to the program to which they are applying.
4. Each department compiles the application packet and prepares a file on each applicant.
5. The department's Resident Selection Committee (including appointed faculty and/or residents) screens applications according to established departmental criteria (which are reviewed annually by the GMEC) and selects applicants for interview.
6. Applicants are also informed that they must submit proof of passing scores on Steps 1 and 2 of the USMLE or its equivalent as set forth by the Federation of Medical Boards prior to starting residency.
7. A personal interview is granted to those applicants selected through the screening process. During this interview applicants are informed of
  - a. salary,
  - b. vacation time,
  - c. professional, parental, and sick leave,
  - d. professional liability insurance,
  - e. hospital, disability and health insurance benefits,

- f. call rooms,
  - g. meals,
  - h. laundry,
  - i. employment requirements, and
  - j. sign an approved form documenting that they have received this information.
8. At the end of the interviewing period, the program's Resident Selection Committee objectively evaluates each candidate on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities, such as compassion, dignity, excellence, integrity, teamwork, and motivation. The committee then prepares a list of applicants in rank order, which is forwarded to the Graduate Medical Education Office.
  9. The Graduate Medical Education Office verifies pertinent medical education credentials on matched applicants.
  10. The Program Director may not appoint/select more residents than approved by their respective Review Committee.
  11. Should a resident/fellow position become vacant, the Program Director in consultation with GME will determine if a replacement should be sought. If approval is made to fill the vacancy, the Department conducts its selection process. Prior to a position being offered to a candidate, application information on potential replacement candidate(s) must be reviewed by, the GME Office and approved by the DIO or his/her designee.

**Reference**

*None*