



FRANCISCAN MISSIONARIES OF OUR LADY  
HEALTH SYSTEM

<b>RESPONSIBLE DEPARTMENT:</b> SFMC GME		<b>SUBJECT:</b> Resident Recruitment and Selection
<b>PAGES:</b> 3		<b>REPLACES POLICY DATED:</b> N/A
<b>ORIGINAL EFFECTIVE DATE:</b> 10/13/20	<b>REVISION EFFECTIVE DATE:</b> N/A	<b>POLICY NUMBER:</b> GME-ADM-01

<b>PURPOSE:</b> This policy describes the recruitment and selections process that is consistent and fair to all applicants to SFMC sponsored graduate medical education programs.
<b>DEFINITIONS:</b> <u>Match</u> : a uniform date of appointment to positions in graduate medical education in the United States. Established by the National Resident Matching Program (NRMP).

**POLICY:**

- A. Programs will convene a selections committee comprised of the Program Director or designee, representatives of program faculty, and staff, with the responsibility for overseeing the recruitment of qualified applicants and selection of residents for that program. Current residents are formally involved in recruitment and selections with a standardized process in place that allows resident input in the final ranking of applicants. Upper level and chief residents are involved in the formal interview process.
- B. Programs will outline in writing specific processes and criteria for selecting from among eligible applicants on the basis of residency program-related criteria such as:
  - Preparedness
  - Ability
  - Aptitude
  - Academic credentials
  - Communication skills
  - Personal qualities such as motivation and integrity
- C. Program specific processes and selection criteria will be reviewed annually or as requested by the GMEC.
- D. Programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.
- E. Candidates must meet eligibility criteria to be considered for selection as outlined in the Resident Eligibility Policy.
- F. All programs are required to participate in the National Resident Matching Program (NRMP) with the exception of non-NRMP residencies.
- G. Uniform application requirements for SFMC sponsored programs include an application form, board scores, request for letters of reference, a dean's letter, and a medical school transcript. Programs may supplement the SFMC packet and requirements as appropriate and necessary, and as approved by that program's selection committee.
- H. The GMEC expects that:
  - Each program selection committee will screen and invite applicants according to its established program criteria
  - Each applicant who is invited for an interview will be informed in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacation; parental, sick and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which call rooms, meals, laundry services, or their equivalents are to be provided.

- The credentials of each matched applicant are to be verified by the Graduate Medical Education Office before appointment of the resident candidate. An offer for residency training is extended directly to the applicant by the Program Director or designee, through a letter of offer and subsequent contract within the time frame and according to criteria set by the NRMP.

Following the results of the Match or acceptance of offers by new residents, the Program Director will notify the Graduate Medical Education Office of all candidates accepted and provide copy of each applicant's file for the department's permanent record.

**ACGME STANDARD: IV.A.1.**

**STATUTORY/REGULATORY AUTHORITY: GMEC**