

## Eligibility, Selection and Appointment of Residents

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REVIEWED BY:	REVIEWED BY:	REVIEWED BY:	APPROVED BY: Lisa Rameaka, MD, Chief Medical Officer

- I. Purpose.** The purpose of this *Eligibility, Selection and Appointment of Residents Policy* (this “Policy”) is to provide objective standards by which applicants may be chosen for eligibility, selection and appointment of residents in the Graduate Medical Education Department of Women & Infants Hospital.
- II. Scope.** This Policy applies to all Women & Infants Hospital Graduate Medical Education Programs including ACGME residency and fellowship programs and non ACGME programs sponsored by the GMEC and to all applicants, residents and fellows appointed to those programs. The Sponsoring Institution will monitor each ACGME accredited program for compliance with this policy.
- III. Eligibility and Recruitment:**
- (a) For appointment to Women and Infants Hospital ACGME accredited residency and fellowship programs applicants must meet one of the following criteria:
- (1) Graduates of medical schools in the United States accredited by the Liaison Committee on Medical Education (LCME)
  - (2) Graduates from institutions in the United States accredited by the American Osteopathic Association (AOA)
  - (3) Graduates of medical schools outside the United States who meet one of the following qualifications:
    - i. Hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates, or
    - ii. Hold a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in his or her current ACGME specialty/subspecialty program.
  - (4) Residents that do not meet the above criteria are not eligible for enrollment in the ACGME approved graduate medical education programs at Women & Infants Hospital.
- IV. Selection:**
- (a) Women & Infants Hospital will consider all candidates for graduate medical education regardless of gender, sexual orientation, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.

- (b) Programs select from eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
- (c) Women & Infants Hospital strongly encourages all of its graduate medical education programs to participate in organized matching programs, e.g. the National Resident Matching Program (NRMP), wherever possible.
- (d) 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.
- (e) Information that is provided must include: stipends and benefits; professional liability coverage; vacation and leaves of absence (including medical, parental caregiver and other leaves); and health insurance accessible to residents/fellows and their eligible dependents..

## **V. Appointment**

- (a) All incoming residents/fellows are provided a house staff employment contract that meets all ACGME and WIH requirements. The agreement of appointment/contract directly contains or incorporates by reference: responsibilities; duration of appointment; financial support (including stipends and benefits); conditions for reappointment, promotion, and/or dismissal; grievance and due process; professional liability coverage; health insurance and disability insurance; vacation and leaves of absence and the effect of leaves on program completion; information on board eligibility; and work hours and moonlighting policies. Individuals appointed to institution-sponsored non-ACGME programs receive an appointment letter or contract describing program status (including accreditation status, if any) and applicable terms and conditions.
- (b) All contract letters are for one year and each resident/fellow must be reappointed for each subsequent year of training, contingent upon satisfactory completion of the current post-graduate year and continued eligibility. . Women & Infants will honor the full term of the contract letter except in cases of non-renewal/dismissal for cause in accordance with the Sponsoring Institutions “Program Renewal Dismissal and Appointment” Policy GME-015
- (c) Recommendations for the appointment and reappointment of residents should be initiated by programs. Final copies of the contract must be sent to the Department of Administration.
- (d) In addition to a contract, all newly appointed house staff are provided all necessary paperwork and instructions to obtain necessary medical licensure, to enroll in all applicable benefit programs, and to satisfy employee health requirements.

**REFERENCES:** N/A

### **APPROVAL/REVISION:**

01/12/2011: Initial version of policy approved by GMEC

07/07/2017: Revision approved by GMEC

06/03/2020: Revision approved by GMEC

05/30/2023: Revision approved

03/11/2026: Revision Approved

**REPLACES:** N/A