

## Eligibility, Selection and Appointment of Residents

<b>SUBJECT:</b> Eligibility and Selection of Residents/Fellows	<b>PREPARED BY:</b> David A. Carcieri, MD	<b>EFFECTIVE DATE:</b> July 6, 2020	<b>POLICY NUMBER:</b> WIH-GME-007
<b>PAGE:</b> 1 of 1	<b>REVIEWED BY:</b> Robert Insoft, MD	<b>APPROVED BY:</b> Robert Insoft, MD	<b>REPLACES:</b>

**I. Eligibility and Recruitment:**

Applicants with one of the following qualifications are eligible to apply to Women & Infants Hospital's accredited and non-accredited Graduate Medical Education programs:

- A. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME)
- B. Graduates from institutions in the United States accredited by the American Osteopathic Association (AOA)
- C. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
  - Hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates, or
  - Hold a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction

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.

**II. Selection:**

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.

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.

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.

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.

Information that is provided must 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.

### **III. APPOINTMENT**

All incoming residents/fellows are provided a house staff employment contract that meets all ACGME and WIH requirements.

All contract letters are for one year and each resident must be reappointed for each subsequent year of training, contingent upon satisfactory completion of the current post-graduate year. Women & Infants will honor the full term of the contract letter except when a resident's performance justifies termination.

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.

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.

#### **APPROVAL/REVISION:**

DATE: **Approved: GMEC** 1/12/11

DATE: Revision approved by GMEC 7/7/2017

DATE: Revision approved by GMEC 6/3/2020