

## **Recruitment, Selection, Eligibility, and Appointment Policy #0.08**

### **I. Purpose**

This policy is designed to ensure fair and consistent consideration and decision-making regarding all applicants to KCU-GME Consortium-sponsored residency/fellowship programs. Recruitment and selection of residents/fellows is the responsibility of the program. Each program must follow policy and set standards appropriate to the specialty, to guide resident/fellow selection. The recruitment and selection processes, including the solicitation for applicants, screening of applications, invitation for interview, interview, applicant evaluation, and ranking must be conducted in an ethical manner.

### **II. Policy**

#### Recruitment

Programs must engage in practices that are non-discriminatory and focus on mission-driven, ongoing, systematic recruitment, employment, and retention of a diverse and inclusive workforce of residents/fellows, faculty members, senior administrative staff members, and other relevant members of its academic community. This includes recruitment and retention of minorities underrepresented in medicine and medical leadership, in accordance with KCU-GME Consortium's mission and aims.

Programs must participate in an organized matching program, such as the National Residency Matching Program (NRMP) or other programs where available.

Applicants invited to interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointment. The information provided must include stipends, benefits, professional liability coverage, disability insurance accessible to residents/fellows, institutional policies for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence, and health insurance accessible to residents/fellows and their eligible dependents.

#### Eligibility -Residency Programs

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

- graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME) or graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA); or,
- graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
  - holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,

- holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.

All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA- approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation. Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.

Prior to appointment in the Dermatology program, residents must have successfully completed a broad-based clinical year (PGY 1) in an emergency medicine, family medicine, general surgery, internal medicine, obstetrics and gynecology, pediatrics, or transitional year program accredited by the ACGME, or in such a program that satisfies the requirements above. During the broad-based clinical year (PGY-1), elective rotations in dermatology must not exceed a total of two months.

#### Eligibility– One-Year Fellowship Programs

All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.

Fellowship programs must receive verification of each entering fellow's level of competence in the required field, upon matriculation, using ACGME, ACGME-I, or CanMEDS Milestones evaluations from the core residency program.

Prior to appointment in the program, fellows must have satisfactorily completed a residency program that satisfies the requirements above.

#### Eligibility Exceptions

Programs may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements listed above, but who does meet all of the following additional qualifications and conditions:

- evaluation by the program director and selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of this training; and,
- review and approval of the applicant's exceptional qualifications by the GMEC; and,

- verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.

Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

### Selection

Programs must select from eligible applicants based on residency/fellowship program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, sexual orientation, or veteran status.

From among the eligible applicants, the program should select a limited number of applicants to be interviewed by faculty, residents, and other applicable staff members.

After review of qualifications and in consultation with those who interviewed the applicants, the Program Director shall create an applicant rank list in order of preference and submit to the DIO for review. The DIO or DIO's designee will review the program's rank list to ensure compliance with eligibility requirements. The DIO or DIO's designee will notify the program of their compliance and then be asked to submit their rank list to the National Residency Matching Program (NRMP) or another applicable matching program.

### Visa Sponsorship

If a program selects or matches with a candidate who needs Visa sponsorship, the program must understand the visa requirements and notify the DIO to avoid common delays and pitfalls with the candidate's anticipated start date.

Programs shall only accept J-1 Visa candidates into a KCU-GME Consortium-sponsored residency/fellowship program, and will be the primary responsible party to host a J-1 Visa resident physician.

As set forth by the ECFMG, programs shall acknowledge and assume all responsibilities as a Training Program Liaison (TPL) to host a J-1 resident/fellow physician.

If a program selects or matches a candidate who needs J-1 Visa sponsorship, the DIO will designate the program site as an ECFMG J-1 visa TPL.

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