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**POLICY: 200-050385-011**

**Resident Recruitment, Selection, Evaluation, and Termination Policies  
Application, Eligibility, Selection, and Appointment of Resident Physician**

Each residency program is responsible for the recruitment of candidates that are eligible for appointment as resident physicians. Each program should have formal procedures for the application, evaluation and selection of eligible candidates. The minimal requirements for eligibility and selection are stated in the criteria cited in the institutional policy below.

**Application Process**

Applicants (persons invited to come for an interview for a GME program) shall be provided with information in writing of the terms and conditions of employment and benefits including financial support, vacations, professional leave, parental leave, sick leave, professional liability insurance, hospital and health insurance, disability insurance, and other insurance benefits for the residents and their family, and the conditions under which living quarters, meals and laundry or their equivalents are to be provided.

**Eligibility Criteria**

Applicants who meet one of the following qualifications are eligible for appointment:

- Graduates of medical schools in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME).
- Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
- Graduates of medical schools outside the United States and Canada who have obtained a Postgraduate Training

Authorization letter from the Medical Board of California that is less than a year old, and meet one of the following qualifications:

- Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates, OR
- Have a valid license to practice medicine in a U.S. licensing jurisdiction.

Graduates of medical schools outside the United States who have completed a Fifth Pathway program of supervised clinical training provided by an LCME- accredited medical school to students who meet the following conditions:

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- Have completed undergraduate premedical education in an accredited college or university in the United States that is of the quality acceptable for matriculation in a United States medical school.
- Have studied at a medical school outside the United States and Canada listed in the World Health Organization Directory of Medical Schools.
- Have completed all of the formal requirements of the foreign medical school except internship and/or social service.
- Have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).
- Have a Postgraduate Training Authorization Letter from the Medical Board of California that is less than 1 year old.

This following information is MANDATORY for an applicant to be eligible for appointment. Applicants must be eligible to work in the United States. The institution will not sponsor any visas.

**Only J-1 visas sponsored by the Educational Commission for Foreign Medical Graduates-Exchange Visitor Sponsorship Program, and the F-1 visa (Optional Practical Training, limited to 12 months) sponsored by the trainee's medical school are allowed.**

All HUMC training programs must NOT discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

### **Selection Process**

Each residency program shall establish a process for selection of residents that is compatible with the following institutional requirements. Applicants that meet the eligibility requirements will be considered on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

- The selection process will not consider gender, race, religion, age, color, national origin, disability or veteran status.
- All applicants for PGY-1 positions are selected through the National Resident Matching Program (NRMP).
- Applicants for programs that begin in the PGY-2 year or more advanced years for subspecialties should be selected through the NRMP or another appropriate organized matching program, if available.
- Vacancies that occur out of phase with the matching programs or vacancies through unmatched positions will be filled only with applicants that meet the eligibility requirements noted above.

### **Appointment**

Eligibility for appointment after the selection process will be verified by the Office of Medical Education and Department of Human Resources.

### **Agreement of Appointment**

Each trainee must receive and sign a written agreement of appointment/contract outlining the terms and conditions of their appointment to the program. HUMC and its programs will ensure that all terms and conditions of appointment are fully implemented and that all residents adhere to established educational and clinical practices, policies, and procedures in all sites to which they are assigned. The appointment agreement term is for one year only and contains the essential elements as described in the ACGME Institutional Requirements.