

Medical Education Policy: Recruitment and Appointment

Facility: CMC
Origin Date: October 2007
Revision Date: October 2020
Sponsor: GMEC

1. PURPOSE:

Carilion Clinic-Virginia Tech School of Medicine (CC-VTC SOM) Graduate Medical Education programs follow the eligibility and recruitment requirements of the Accreditation Council for Graduate Medical Education (ACGME).

2. SCOPE:

This policy applies to all ACGME accredited programs sponsored by the Carilion Medical Center. Individual training programs may have additional guidelines and requirements.

3. DEFINITIONS:

Resident: Any physician in an accredited graduate medical education program, including interns, and residents.

Fellow: A physician in a program of graduate medical education accredited by the ACGME who has completed the requirements for eligibility for first board certification in a specialty.

4. PROCEDURE:

A. Resident Applicant Eligibility:

Applicants with one of the following qualifications are eligible for appointment to CC-VTC SOM ACGME accredited residency programs as dictated by the relevant training standards:

1. Graduates of medical schools in the United States and Canada that are accredited by the Liaison Committee on Medical Education (LCME).
2. Graduates of colleges of osteopathic medicine in the United States that are accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA).

3. Graduates of medical schools outside the United States or Canada who meet one of the following qualifications:
 - a. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or
 - b. Holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.
4. Programs with a preliminary year requirement must verify each resident's level of competency using ACGME, CanMed, or ACGME-I Milestones upon matriculation.

B. Fellowship Applicant Eligibility:

Applicants with one of the following qualifications are eligible for appointment to CC-VTC SOM ACGME accredited fellowship programs as dictated by the fellowship's Residency Review Committee (Please refer to the program specific requirements to guide specific fellowship eligibility):

1. (Option 1) Graduates of residency programs in the United States that are accredited by the ACGME, are AOA-approved, have ACGME International (ACGME-I) Advanced Specialty Accreditation, or have Royal College of Physicians and Surgeons of Canada (RCPSC)- or College of Family Physicians of Canada (CFPC)-accreditation.
2. (Option 2) All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program.
3. Fellowship training may not satisfy eligibility requirements for AMNS or AOA certification. Applicants must be notified of this eligibility at the time of application.

C. Fellow Eligibility Exceptions:

Some review committees may grant exceptions to the above fellow eligibility requirements. Please reference your program specific requirements found in section III.A.1.a, b and c) of the ACGME Common Program Requirements.

D. Electronic Residency Application Service (ERAS) and Match Process

1. All residency applicants must apply using ERAS and to the NRMP. Fellowship applicants must apply through ERAS to the NRMP as per specific program requirements.

All fellowship applicants must follow the process defined by the applicable sub-specialty fellowship requirements.

E. All In Policy:

1. The NRMP All In Policy requires all core residency programs participating in the Main Residency Match to register and attempt to fill all positions through the Main Residency Match.
2. The All In Policy may apply to the Specialties Matching Service or other national matching programs (Fellowships). The Program Director should reference the current NRMP guidelines for their specialty to determine if they may offer positions outside of the match.

F. Interview and Ranking Process:

1. Each residency program will set specific procedures for the review of applications, conducting applicant interviews, and the determination of a final rank list.
2. Decisions to interview and rank will be based on assessment of the candidate's preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Assessment occurs during review of the completed applications and all accompanying documents as well as by resident and faculty ratings of the interview process.
3. All CMC programs are dedicated to the recruitment and retention of minorities underrepresented in medicine and medical leadership. The program's annual evaluation must include an assessment of the program's efforts to recruit and retain a diverse workforce
4. CC-VTC SOM training programs will not discriminate with regard to race, color, religion, national origin, gender, veteran's status, genetic information, age, disability, or any other characteristic protected by law.
5. All candidates presenting for an interview will be presented with:
 - a. Written and/or electronic (Flash Drive or the web site link to the policies and procedures) documentation of the terms, conditions and benefits of the education program at CC-VTC SOM, to include; financial support, vacations, parental, sick and other leaves of absence, professional liability coverage, hospitalization, health,

disability and other insurance accessible to the residents/fellows and their families.

- b. Program's aims.
- c. Information related to the applicant's eligibility for the relevant specialty board examination(s).
- d. Applicants will receive a sample contract at the time of their interview.
- e. All programs will maintain a list signed by each interviewed candidate attesting that the above information was received.

G. Selection Committee:

Each Program Director may appoint a selection committee to oversee the interview and ranking process.

H. DIO, and GMEC oversight of the interview and ranking process:

1. Program Directors will review the status of the program's interview and selection process during monthly meetings with the DIO.
2. Final rank lists for each training program must be reviewed and approved by the DIO prior to submission to the NRMP.

I. Replacement Positions: Resident and Fellow Transfers:

1. From time to time, an open position may occur in a residency or fellowship program. Program Directors may contact and interview eligible applicants (defined in Section III.A. 2 and III. C. of the ACGME program requirements) to fill a vacant position.
2. Complete application materials must be received from all eligible applicants. Eligible applicants may use ERAS. If the application material is not available on ERAS, the applicant must provide all required documents to the Program Director in paper or electronic format.
3. Prior to accepting a transfer with prior GME training, the Program Director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of the transferring resident as well as Milestones evaluations upon matriculation.

4. All replacement position offers must be reviewed and approved by the DIO prior to the offer being made to the applicant.

J. Work Eligibility and Visa Requirements:

1. In order for a resident to start work and meet the terms of their contract, they must be eligible for employment in the United States and have proper documentation to complete the I-9 eligibility for employment form. Non-U.S. citizen International Medical Graduates (IMGs) are strongly urged to obtain a Social Security Number as soon as possible.
 - a. CC-VTC SOM programs only accept the J-1 Clinical Visa for non-U.S. citizen IMGs.
 - b. The J-1 Visa is processed through the Exchange Visitor Program and ECFMG sponsorship.
2. Eligible candidates must have passed USMLE Step 1, Step 2 CK, and Step 2 CS.
3. Eligible candidates must hold a valid ECFMG Certificate before they are ranked unless they are graduating that year. All IMGs must have a valid ECFMG Certificate at the time of commencement of training.

Name	Title	Dept./Committee	Date
Daniel Harrington, MD	DIO	GMEC	October 16, 2007
Daniel Harrington, MD	DIO	GMEC	January 1, 2011
Donald W. Kees, MD	DIO	GMEC	March 18, 2014
Donald W. Kees, MD	DIO	GMEC	March, 2017
Donald W. Kees, MD	DIO	GMEC	July 16, 2019
Donald W. Kees, MD	DIO	GMEC	October 20, 2020