

HUNTINGTON MEMORIAL HOSPITAL RESIDENT SELECTION PROCESS

SUBJECT: RESIDENT RECRUITMENT AND SELECTION	GRADUATE MEDICAL EDUCATION POLICY NO: 8240.801	PAGE 1 of 7
AUTHORIZED APPROVAL:	EFFECTIVE DATE: 3/17/11	SUPERCEDES/REPLACES 3/02, 4/24/06

PURPOSE

The components of the resident selection process has several general purposes two of which are to:

- Establish an institutional policy regarding the selection and appointment of residents
- Ensure the applications of all eligible candidates are duly considered and given careful, fair, and consistent review

POLICY STATEMENT

Huntington Hospital's Graduate Medical Education programs share common criteria and processes for the recruitment and selection of residency training candidates. A selection committee exists within each residency training program and consists of, at minimum, the program, director, one faculty member, the chief resident and the program's coordinator. Additional members are included at the discretion of the program director.

The committee is charged with:

- Review of all application files as set forth in the ACGME, institutional and program requirements
- The selection of the applicants invited to interview
- Active participation in the interview process
- Making the final choice of applicants to be ranked in the NRMP match or offered contracts independent of the match when this option is allowed.

Huntington's training programs require that all residency applicants meet uniform eligibility standards which are detailed in the Office of GME's Administrative Manual. Each training program may have additional requirements to be met for an application to be considered. Programs will select from among eligible qualified applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills and personal qualities such as motivation and integrity. The programs' application process must comply fully with applicable federal and state non-discrimination regulation such as the Equal Employment Opportunity and the Americans with Disability Act, in insuring that all qualified applicants are afforded consideration without discrimination based on sex, race, religion, color, national origin, disability of veteran status.

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The designated committee members will review the applicant files who meet the criteria and attend the ranking sessions presented by key program faculty whenever possible. Resident input relative to medical students will be solicited as part of the selection process. The results will be tallied and form the basis of the preliminary rank order. The Resident Recruitment Committee will base final match rank order on preliminary rankings and reviews. A match list will be developed and submitted to the NRMP. Strict conformance with the rules of the match will be maintained throughout the selection process.

On occasion, applicants may interview outside the match, usually to fill a PGY-2 position. The same selection policy will pertain to these applicants until such time that ACGME requires all PGY levels to apply through the match.

Procedure	Responsible Position
<p>Resident Eligibility</p> <p>1. Application packets are to be reviewed based on the following criteria as set forth by the Resident Recruitment Committee and this institution:</p> <ul style="list-style-type: none"> ◆ To be eligible for appointment to Huntington Hospital's accredited residency training programs, a PGY-1 applicant must first : <ul style="list-style-type: none"> • Graduate from a US medical school accredited by the Liaison Committee on Medical Education (LCME) –OR– • Graduate from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA) <p>—OR—</p> <ul style="list-style-type: none"> ◆ Graduates of medical schools located outside of the United States must: <ul style="list-style-type: none"> • Be a permanent resident of the United States • Hold a current, valid Educational Commission for Foreign Medical Graduates (“ECFMG”) certificate; • Have a California Letter from the Board or a full and unrestricted license to practice medicine in a US licensing • Jurisdiction <p>It is the policy of this program that completing visa paperwork is the responsibility of the applicant.</p>	<p>Resident Selection Committee</p>
<p>2. All applicants who meet the above stated criteria must</p>	<p>Program Applicant</p>

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Procedure

Responsible Position

then submit an application through the ERAS Program. The following documentation is required from all eligible ERAS applicants who wish to be considered for an interview.

- ◆ A Completed ERAS Application
- ◆ Curriculum Vitae and Personal Statement
- ◆ USMLE scores, Steps 1 & 2 preferred (Step 3 if PGY-2 or above, may require a minimum score)
- ◆ Dean's letter and transcripts
- ◆ Three letters of recommendation
- ◆ Match number
- ◆ Evidence of research activity (general surgery only)
- ◆ Evidence of community involvement
- ◆ Documentation of eligibility and successful performance at the medical school and on required licensure examinations is required to insure that applicants possess proper academic credentials and are sufficiently prepared to benefit from graduate medical education.
- ◆ Letters of reference are required and reviewed to gain insight into the applicants personal characteristics such as motivation, integrity, attitude, and ability to work with others, as viewed by their attending physicians and the Dean of the medical school.

Resident Selection for Interview

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| 3. At least one member of the committee reviews the eligible files and selects the applicants they believe should be invited for an interview. | Committee Member(s) |
| 4. All selected applicants are then invited for an interview via ERAS email. <ul style="list-style-type: none"> ◆ Eligible candidates for HMMH's programs are to be selected based on their preparedness, ability, academic credentials, communication skills, and personal qualities such as motivation and integrity. | Program Coordinator |
| 5. Upon receipt of a response to the invitation to interview, | Program Coordinator |

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applicants are given a set of pre-arranged appointments dates from which to choose to schedule the face to face interview.

6. The cut-off date for accepting applicant applications is December 14. This date is subject to change at the discretion of the Program Director.
7. The interview date(s) are scheduled in ERAS to enable the identification of applicants actually scheduled to interview

Program
Director/Committee
Members

Program Coordinator

File Preparation

1. Applicant files are prepared for the interview candidates who have been scheduled for a site visit and face to face interview

Administrative
Support/Program
Coordinator

Interview Process

1. On the interview day, applicants may receive an informational packet and interview with members of the faculty; including members of the Resident Recruitment Committee and the Program Director, whenever possible. All applicants meet with residents and receive a tour of the facility. PGY-1 applicants are given an opportunity to ask questions regarding the institution and its Residency Training Program.
2. At the conclusion of the interview, the interviewers complete a standard evaluation form for each applicant they interviewed.

Program Coordinator/
Administrative Support

Committee Member

Resident Selection and Ranking

3. The **General Surgery** residency training program conducts a total of five interview (2 preliminary and 3 categorical) with the goal of interviewing at least 30 candidates for each category of available positions. To initiate the selection process, panel members meet and

Program
Director/Committee
Members

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select the top 5 candidates immediately following each interview session for ranking consideration.

The **Internal Medicine** residency training program conducts three interview sessions per week (Monday, Tuesday and Friday), which begin in November and end the first week in February. Internal Medicine's goal is to interview at minimum 35 candidates for the preliminary positions and 65 for the categorical positions. The candidates are not ranked by the panel until all interviews for both positions have been completed.

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| <p>4. The resident selection committee reconvenes for the purpose of ranking each interview applicant; based on their CV; USMLE; personal statement; Deans Letter; letters of recommendation and the results of the faculty evaluations, after which a ranking list is created.</p> | <p>Program Director/Panel
Members</p> |
| <p>5. Internal Medicine: Review all applicant files to ensure all evaluation forms are completed. Prepare evaluation sheets to provide Committee members with a snapshot of the applicants along with a book of applicant pictures to refresh committee members memory when discussing the interview candidates. The pictures can be displayed in PowerPoint.</p> | <p>IM Coordinator</p> |
| <p>6. Once the rank order list is created, a minimum of one week is allotted to solicit input and allow sufficient time for faculty and resident participants to contemplate and when warranted revise applicant ranking decisions.</p> | <p>Program Director;</p> |
| <p>7. Faculty and resident input is obtained, the rank order lists are finalized and approved for certification.</p> | <p>Program Director</p> |
| <p>8. The rank order list delineating the applicant and their preferred ranking order is entered for each category of candidates, after which they are submitted and activated for NRMP certification. The rank order list must be submitted prior to the NRMP deadline in late February.</p> | <p>Program Coordinator</p> |

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9. Await confirmation of the Certification NRMP.	Program Coordinator

The NRMP Match

1. Sometime in mid-August the Main Match opens for registration. The deadline for registration is December 1.	FYI
2. The opening date for Rank Order Listing is January 15. Quota changes must be made on or before January 31.	Program Coordinator
3. The Rank Order List Certification date or closing date is generally around the last week of February.	Program Coordinator
4. Await the date of the preliminary Match (which usually occurs around mid March) to determine if the Program matched with the candidates selected and if any positions were left unfilled.	Program Coordinator
5. Await the official release of the NRMP match list to determine the names of the applicants that matched with their Program. The Match List and or the names of the selected candidate(s) are not to be published prior to the time frames stipulated by the NRMP.	Program Director / Coordinator
6. Once the names are published, the candidates should be contracted by the Program Director, welcoming them to Huntington Hospital's Residency Training Program along with a congratulatory note.	Program Director / Coordinator
7. Inform the Program Director of the outcome of the Match.	Program Coordinator
8. If there are unfilled positions, prepare to SCRAMBLE which results in an onslaught of telephone inquiries and faxes from applicants seeking to be selected for the available slots.	Program Coordinator
9. Instruct the applicants that all information should be submitted through ERAS. Either the Program Director; the Assistant, the Associate Program Director or a	Program Coordinator/Admin. Support

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designated faculty member will participate in the manual review of scramble applicant files. This will entail a review of CVs, transcripts; a reference check and a series of telephone interviews to determine the best candidate.

10. Once identified, contact the selected candidate(s) by telephone to offer the position. A letter of intent is then forwarded to the candidate with a request for signature to ensure acceptance of the unfilled position.

Responsible Position

Program
Director/Coordinator