# HUNTINGTON HOSPITAL DEPARTMENTAL POLICY & PROCEDURE

DEPARTMENT: GRADUATE MEDICAL EDUCATION		
SUBJECT: RESIDENT RECRUITMENT AND SELECTION	POLICY NO: 824000.801	PAGE 1 of 6
AUTHORIZED APPROVAL:	EFFECTIVE DATE: 9/22/14	SUPERCEDES: 3/17/11

#### **PURPOSE**

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

- o Establish an institutional policy regarding the selection and appointment of residents
- o 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 manager. 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
- o The selection of the applicants invited to interview
- Active participation in the interview process
- o 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. 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 of those who meet our 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** 

Resident Selection

# **Resident Eligibility**

1. Application packets are to be reviewed based on the following criteria as set forth by the Resident Recruitment Committee and this institution:

Committee

- To be eligible for appointment to Huntington Hospital's accredited residency training programs, a PGY-1 applicant must first:
  - 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)

#### -OR-

- Graduates of medical schools located outside of the United States must:
  - 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

It is the policy of this program that completing visa paperwork is the responsibility of the applicant.

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## **Procedure**

## **Responsible Position**

- All applicants who meet the above stated criteria must 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.
- Program Applicant

- ◆ 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**

 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
  - Eligible candidates for HMH's programs are to be selected based on their preparedness, ability, academic credentials, communication skills, and personal qualities such as motivation and integrity.

Program Manager

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5.	5. Upon receipt of a response to the invitation to interview, applicants are given a set of pre-arranged appointments dates from which to choose to schedule the face to face interview.		Program Manager	
6.	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.		Program Director/Committee Members	
7.	The interview date(s) are scheduled in identification of applicants actually sche		Program Manager	
File Preparation				
1.	<ul> <li>Applicant files are prepared for the inte have been scheduled for a site vis interview</li> </ul>		Administrative Support/Program Manager	
In	Interview Process			

## **Interview Process**

 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. Program Manager/ Administrative Support

2. At the conclusion of the interview, the interviewers complete a standard evaluation form for each applicant they interviewed.

Committee Member

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## Procedure

# Responsible Position

## **Resident Selection and Ranking**

3. The **General Surgery** residency training program conducts interviews with the goal of interviewing at least 30 candidates for each category of available positions. To initiate the selection process, panel members meet and select the top 5 candidates immediately following each interview session for ranking consideration.

Program Director/Committee Members

The **Internal Medicine** residency training program conducts three interview sessions per week, 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. candidates are not ranked by the panel until all interviews for both positions have been completed.

4. The resident selection committee reconvenes for the Program Director/Panel 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.

Members

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.

Program Manager

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.

Program Director

7. Faculty and resident input is obtained, the rank order lists are finalized and approved for certification.

**Program Director** 

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8.	The rank order list delineating the preferred ranking order is entered to candidates, after which they are submit NRMP certification. The rank order liprior to the NRMP deadline in late February	for each category of itted and activated for ist must be submitted	Program Director	
9.	Await confirmation of the Certification N	NRMP.	Program Director	
Th	The NRMP Match			
1.	Sometime in mid-August the Main Materegistration. The deadline for registration		FYI	
2.	The opening date for Rank Order L Quota changes must be made on or b	•		
3.	The Rank Order List Certification da generally around the last week of Feb.	•		
4.	Await the date of the preliminary I occurs around mid March) to determatched with the candidates selected were left unfilled.	mine if the Program	Program Manager	
5.	Await the official release of the determine the names of the applicant their Program. The Match List and selected candidate(s) are not to be time frames stipulated by the NRMP.	nts that matched with or the names of the	Program Director / Manager	
6.	Once the names are published, the contracted by the Program Director Huntington Hospital's Residency Trawith a congratulatory note.	, welcoming them to	Program Director	
7.	If there are unfilled positions, part process through ERAS.	icipate in the SOAP	Program Manager	