



OFFICE OF GRADUATE MEDICAL EDUCATION

Policy/Procedure

TITLE: Resident Physician Appointments	
PAGES: 4	REPLACES:
EFFECTIVE DATE: 07.01.21	POLICY/PROCEDURE #:
REVIEWED DATE:	
REVISED DATE:	
(Please put an "X" before policy type that applies) - X INSTITUTION PROGRAM	

SCOPE:

This policy applies to all ACGME-accredited Graduate Medical Education residency programs and any resident physician candidate that is going through the recruitment/eligibility process at Parkview Health. The Sponsoring Institution (Parkview Health) must demonstrate adherence to all institutional graduate medical education policies and procedures (IV.A) (Core)

PURPOSE:

The purpose of this policy is to ensure the well-being of Parkview Health patients by establishing and maintaining policies and requirements for the eligibility, recruitment, and selection of resident physicians who meet both Parkview Health and Accreditation Council of Graduate Medical Education (ACGME requirements). This policy is written in compliance with the ACGME requirements regarding resident physician appointments (IV.B.).

IV.B. Resident/Fellow Appointments

IV.B.1. The Sponsoring Institution must have written policies and procedures for resident physician recruitment, selection, eligibility, and appointment, consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable), and must monitor each of its ACGME-accredited specialty programs for compliance. (Core)

IV.B.2 An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program; (Core)

IV.B.2.a) graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or, (Core)

IV.B.2.b) graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or, (Core)

IV.B.2.c) graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications: (Core)

IV.B.2.c).(1) holds a currently-valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or, (Core)

IV.B.2.c).(2) holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty-/subspecialty program. (Core)



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DEFINITIONS:

Candidates – applicants who are invited for an interview.

Electronic Residency Application Service (ERAS) – The centralized online application service used by the Association of American Medical Colleges (AAMC) to transmit medical student applications to residency Program Directors.

POLICY:

Parkview Health requires that prospective resident physicians meet the specific eligibility requirements established by ACGME, and pursuant to this policy's procedures.

All applicants for one of Parkview Health's specialty programs must submit their application through ERAS (e.g., mailed or hand-delivered applications to Parkview Health will not be accepted).

Parkview Health does not accept resident physician candidates requiring an H1-B visa. Exceptions may be made in rare circumstances such as being part of a recruitment package for a new faculty member to allow for a spouse to enter a Parkview Health specialty program. Such circumstances must be presented by the Parkview Health Designated Institutional Official to the Parkview Health Graduate Medical Education Committee for approval/denial.

Resident physicians are recruited and selected pursuant to the National Resident Matching Program's (NRMP's "Match") formal processes and agreements.

Resident physician candidates who meet the eligibility requirements and are selected to train in a Parkview Health specialty program shall receive a contract confirming their appointment for one-year to the resident physician staff. This initial contract and all subsequent contracts are established for one academic (July 1 – June 30) year. Candidates will be informed of the terms, conditions, and benefits of appointment to their specialty program pursuant to the procedures listed below.

Resident physician must complete all orientation and onboarding requirements (including attainment of a State of Indiana Postgraduate Training Permit), or they will not be able to start their contact.

PROCEDURE:

Resident physician appointment is the responsibility of each Parkview Health specialty program. Each specialty program recruits prospective resident physicians pursuant to the NRMP's formal processes and agreements. Each



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program will identify candidates for participation in the interview process, and these candidates will be informed, in writing or via electronic means, of the following:

1. The terms, conditions, and benefits of appointment to the specialty program in effect either at the time of the interview or that will be in effect at the time of their eventual appointment.
2. The information will include at least the following:
 - a. Financial support
 - b. Parental, sick, and other leaves of absence
 - c. Other insurance and benefit accessible to the residents/fellows and their dependents.

Resident Selection

Resident physician candidates who meet the eligibility requirements are ranked by the specialty program via the NRMP's match processes. Candidates who are selected for a specialty program will be notified of their appointment to Parkview Health via the NRMP's MATCH process. Once a prospective resident physician is confirmed through the NRMP's MATCH processes, they will receive a contract confirming their appointment for one-year to the Parkview resident physician staff. This initial contract and all subsequent contracts are established for one academic (July 1 – June 30) year. In unique circumstances, resident physician candidates may be selected outside of the match process described in 1-3 above.

Orientation and Onboarding

All resident physicians must complete all orientation and onboarding requirements or they will not be able to start their contract.

LINKED/RELATED POLICIES:

REFERENCES/AUTHORITIES:

Institutional Requirements, Accreditation Council for Graduate Medical Education, 2021



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Reviewed/Approved	Date Approved
Graduate Medical Education Committee, GMEC	06.18.21

Name of Approving Entity	Date Approved
Parkview Health Governing Body for GME	06.18.21