

1. SUBJECT: RESIDENT/FELLOW ELIGIBILITY, RECRUITMENT, SELECTION AND APPOINTMENT POLICY

2. PURPOSE: To establish written policies and procedures for residents/fellows' recruitment.

EFFECTIVE: July 1, 2015

REVISED: May 25, 2024

GMEC APPROVAL: April 24, 2025

3. POLICY STATEMENT: Corewell Health Lakeland's residency/fellowship recruitment process is designed to ensure fair and consistent consideration in the decision-making for all applicants to residency and fellowship programs.

4. DESCRIPTION:

The program director selects and recruits residents/fellows with the assistance of the Applicant Selection Committee and the program coordinator, under the oversight of the GMEC.

4.1 RESIDENT ELIGIBILITY:

4.1.1 All allopathic and osteopathic programs adhere to the Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements pertaining to Eligibility and Selection of Residents/Fellows. Applicants must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program.

4.1.1.1 Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA), who have passed Steps 1 and 2 of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX); or

4.1.1.2 Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME), who have passed Steps 1 and 2 of the United States Medical Licensing Examination (USMLE); or,

4.1.1.3 Graduates of medical schools outside the United States or Canada, and meeting one of the following additional qualifications:

4.1.1.3.1 Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or

4.1.1.3.2 Holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty/subspecialty program; or

4.1.1.3.3 Has graduated from a medical school outside of the United States and has

completed a Fifth Pathway program provided by an LCME-accredited medical school: A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions: (1) have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States Medical school; (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) have attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) have passed either their 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 USMLE.

4.2 RESIDENT RECRUITMENT

- 4.2.1 All programs must adhere to the requirements and rules of the National Resident Matching Program.
- 4.2.2 All current-year U.S. allopathic and osteopathic medical senior students must be selected through the NRMP for all programs; appointment outside of the match for this group is not allowed (All-In Policy) unless selected post-SOAP match. The All-In Policy applies to all programs participating in SMS; consult the [NRMP Policies](#) for further details.
- 4.2.3 International Medical Graduates (IMGs) are considered in accordance with the ACGME requirements. In addition, all who are not U.S. Citizens must be eligible to receive immigration and visitation documents that will allow them to start their programs on time and to remain in their programs for the duration of training.
- 4.2.4 In keeping with ACGME and NRMP rules, all applicants are provided detailed information in writing on the conditions and benefits of their potential appointment:
 - 4.2.4.1 All applicants have access to [Corewell Health Lakeland's GME website](#), which provides the terms, conditions, and benefits of appointment to the ACGME-accredited program, either at the time of the interview or that will be in effect at the time of appointment. Extensive information for applicants is posted, including a sample contract and the most recent salary schedule and benefits, outlining professional liability, hospitalization, health, disability, and other insurance accessible to residents/fellows and their eligible dependents. Institutional GME Policies are also posted to provide additional information about the learning and working environment.
 - 4.2.4.2 All applicants who interview with programs as part of the recruitment process are provided the following information pertinent to appointment conditions and benefits as part of their initial applicant information packet:
 - 4.2.4.2.1 Sample copy of current Employment Agreement for Residents and Fellows, which meets all ACGME requirements.
 - 4.2.4.2.2 Current Salary for all postgraduate training years.
 - 4.2.4.2.3 The terms and conditions of appointment, financial support, vacations, and leaves of absence.

- 4.2.4.2.4 Summary of benefits outlining professional liability, hospitalization, health, disability, other insurance accessible to residents/fellows and their eligible dependents, and any other benefits.
- 4.2.4.2.5 Post-match and pre-employment expectations (e.g., licensure, health screenings, background check, etc.)
- 4.2.4.2.6 Institutional support services, including call rooms, laundry services, library, etc.

4.3 RESIDENT SELECTION

- 4.3.1 The program director, with assistance from the Applicant Selection Committee, will select residents among eligible applicants based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
- 4.3.2 Corewell Health Lakeland is an equal opportunity employer and will not discriminate against any candidate based on gender, sexual orientation, race, age, religion, color, national origin, disability (with reasonable ability for us to provide accommodation), veteran status, or any other applicable legally protected status. The selection process will proceed as follows:
 - 4.3.2.1 Applicants apply through the Electronic Residency Application System (ERAS) or the Residency CAS system, which are national web-based systems used by most residency programs, and open in September of each year.
 - 4.3.2.2 When applications are complete, the program coordinator downloads them after ensuring that the requirements of Resident Eligibility are met and then distributes these applications to the Applicant Selection Committee members.
 - 4.3.2.3 The Applicant Selection Committee determines if an applicant should be interviewed based on written criteria approved annually by the residency program.
 - 4.3.2.4 The program coordinator schedules an interview with the applicant.
 - 4.3.2.5 Each applicant is scheduled for in-person or virtual interviews with faculty members. Applicant's acceptance criteria are double-checked at that time.
 - 4.3.2.6 Each interviewer scores the applicant on several written criteria and comes up with a composite score.
 - 4.3.2.7 The Applicant Selection Committee meets to discuss candidates based on their average composite scores.
 - 4.3.2.8 The rank order of interviewed candidates is submitted to the NRMP, which uses the candidates' preferences and the various programs' rankings to finalize the selection list.
 - 4.3.2.9 Prior to selection and publishing the rank list through the NRMP, the program will ensure the review of the following documentation to support the ability for residency credentialing:
 - 4.3.2.9.1 Medical School Diploma and Medical School Transcripts
 - 4.3.2.9.2 Dean's Letter (MSPE)
 - 4.3.2.9.3 Curriculum Vitae, ERAS, or Residency CAS application
 - 4.3.2.9.4 Verification of ability to work in the United States in the form of United States I-9 approved documents, green card, or current Visa
 - 4.3.2.9.5 USMLE or COMLEX Step 1 and 2 transcripts
 - 4.3.2.9.6 Letters of reference. If the applicant is applying for PGY-II level or above or has previously been in a postgraduate training program, one of the letters of reference must be from the candidate's former program director.

- 4.3.2.9.7 All documents shall be from the original source (or transmitted through ERAS or Residency CAS in accordance with standard ERAS or CAS policies).

4.3 APPLICANTS FOR RESIDENCY POSITIONS PGY-II (RESIDENT TRANSFER) OR HIGHER (FELLOWSHIP)

- 4.3.1. Physicians in training may enter the residency program at the second-year postgraduate level or higher (sub-specialty training or fellowship) only after successfully completing training requirements for transfer or fellowship.
- 4.3.2 To determine the appropriate level of education for residents who are transferring from another residency program or entering a fellowship, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident or resident entering a fellowship. Verification must include an evaluation of the professional integrity of the transferring Resident. This documentation must be received before the transferring resident is accepted into the program or fellowship. Residents selected in the second postgraduate year or above must have satisfied the training objectives for reaching that level of training.
- 4.3.3 The applicant must provide the relevant permissions for releasing information regarding previous training experiences to be considered for selection. The complete application for the transferring residency or fellowship applicant will be reviewed and submitted to the residency program or fellowship to determine if the candidate is eligible for consideration.
- 4.3.4 For residents transferring into a residency program sponsored by Corewell Health Lakeland, the educational program must be sufficiently individualized so that he/she will have met all the educational and clinical experiences of the program, as accredited, prior to graduation.
- 4.3.5 For residents transferring out of a residency program sponsored by Corewell Health Lakeland, prior to completion, the program director must provide timely written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident. Verification must include evaluating the professional integrity of the resident transferring to another program.

4.4 RESIDENT APPOINTMENT

- 4.4.1 Following the match or selection, a written Graduate Medical Education contract (Agreement of Appointment) outlining the terms and conditions of their appointment to a program is provided. The contract contains or provides a reference to the following:

- 4.4.1.1 Resident/Fellow Responsibilities
- 4.4.1.2 Duration of appointment
- 4.4.1.3 Financial support
- 4.4.1.4 Conditions for reappointment and promotion to a subsequent Post Graduate Year (PGY) level
- 4.4.1.5 Grievance and Due Process
- 4.4.1.6 Professional liability insurance, including a summary of pertinent information regarding coverage
- 4.4.1.7 Hospital and health insurance benefits for residents/fellows and their eligible dependents
- 4.4.1.8 Disability insurance for residents/fellows
- 4.4.1.9 Vacation, parental, sick, and other leave(s) for residents/fellows, compliant with applicable laws
- 4.4.1.10 Timely notice of the effect of leave(s) on the ability of residents/fellows to satisfy requirements for program completion
- 4.4.1.11 Information related to eligibility for specialty board examinations
- 4.4.1.12 Institutional policies and procedures regarding resident/fellow work hours and moonlighting