

## Resident Recruitment and Selection

Purpose: To establish a uniform approach to recruitment and selection of residents or fellows who wish to enter a training program at Trinity Health Muskegon.

- I. Policy Statement
  - a. Trinity Health is an equal opportunity employer and shall abide by all state and federal laws and regulations related to the hiring process. All decisions related to this policy will be made recognizing Trinity Health's commitment to the principles of equal employment opportunity without regard to race, color, religion, national origin, age, gender, height, weight, sexual orientation, disability, veteran status, or marital status.
  - b. The recruitment and appointment of residents and fellows to training programs sponsored by Trinity Health is based on and in compliance with the institutional, common, and specific program requirements of the Accreditation Council for Graduate Medical Education (ACGME). The process of application, eligibility, selection and appointment of residents or fellows to a program is the responsibility of the Program Director and/or departmental faculty.
- II. Guidelines
  - a. Resident/Fellow Recruitment
    - i. Trinity Health participates with the Electronic Residency Application Service (ERAS)
      1. All applicants must submit their application through ERAS
  - b. Applicants
    - i. Applicants must meet one of the following requirements prior to Trinity Health reviewing their application and subsequent appointment:
      1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME) and successful completion of any pre-requisite accredited training specified by ACGME Residency Review Committees. Some programs require successful passage of board exams (or good faith effort to pass) for promotion through subsequent years of fellowship.
      2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA) and successful completion of any pre-requisite accredited training specified by ACGME Residency Review Committees.
      3. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
        - a. Have a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or

- b. Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are in training, and successful completion of any pre-requisite accredited training specified by ACGME Residency Review Committees.
- c. Selection Process
  - i. Applications completed and submitted via ERAS will be sent to the Program Director
  - ii. Applicants meeting eligibility requirements will be invited for an interview.
    1. Interview days include (but are not limited to) interviews with faculty and residents, tours of the facilities, participation at didactic sessions, etc.
    2. The Program Director/Coordinator is responsible for:
      - a. Supplying a copy of the eligibility requirements, selection process, pay and benefit summary, and sample Agreement of Appointment to all resident and fellow applicants who interview at Trinity Health.
    3. The Office of Graduate Medical Education is responsible for Providing annual updates to all programs of the following documents:
      - a. Eligibility Requirements
      - b. Selection Process
      - c. Sample Appointment Agreement including updated pay and benefit summary
      - d. Review of the required documentation as part of the Internal Review process.
  - iii. Each program will apply its own criteria for evaluating and ranking applicants. Those criteria may include, but are not limited to:
    1. Results of standardized tests such as Board exams.
    2. Verbal and written communication skills.
    3. Letters of recommendation from faculty.
    4. Dean's letter.
    5. Medical school transcript.
- d. Match
  - i. Trinity Health participates in the National Resident Matching Program
  - ii. Successful matching applicants must meet these additional requirements:
    1. Applicant must consent to a criminal background check.
    2. Applicant must pass a pre-employment physical examination and drug screening.
    3. Applicant must meet eligibility requirements to obtain and maintain a training license in the State of Michigan.

4. Applicant must have successfully passed one set of the following examinations:
  - a. USMLE Steps 1 and 2 CK
  - b. COMLEX Level 1 and 2 CE
  - c. NBME Parts 1 and 2
  - d. FLEX Parts I and II
  - e. NBOE Parts I and II
  - f. LMCC
5. Foreign medical graduates must also supply proof of ECFMG certification.
6. All fellowship applicants must demonstrate a passing score on USMLE Step 3 or COMLEX Level 3 prior to the scheduled start of their fellowship. Canadian nationals may substitute documentation of successful passing scores on LMCC/MCCQE examinations in lieu of USMLE Step 3 or COMLEX Level 3.
7. Non-citizens must have Permanent Resident Status, current Employment Authorization Card or be eligible to obtain J-1 visa as outlined below no later than the date of hire.
  - a. Non-citizens, in addition to meeting eligibility requirements set forth above, must either have Permanent Resident Status, an Employment Authorization Card or be eligible to obtain a J-1 visas as outlined in the visa policy.
  - b. All eligible fees related to obtaining a J-1 visa or work authorization status including USMLE transcripts or other examination credentialing, licensure and or legal fees are the full responsibility of the applicant or resident or fellow
8. Applicant must be fully competent in written and oral English.
9. Sign and return the employment contract as soon as possible after receipt.