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***Recruitment, Selection/Non-Discrimination and Appointment (IR I.V.A.2)***

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GMEC approved: March 2007

GMEC revised: July 2011

GMEC updated and approved: October 2014

**Purpose:** This policy sets forth WSU GME's guidelines regarding resident/fellow recruitment and selection. This policy is intended to establish valid, fair, effective and ethical criteria for recruitment and appointment of residents/fellows.

**Policy**

Residents/fellows shall be recruited and selected from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills and personal qualities such as motivation and integrity. WSU GME programs shall not discriminate with regard to sex, race, age, religion, color, national origin, disability or any other applicable legally protected status.

Applicants invited to interview for a resident/fellow position have access via the WSU GME website (<http://www.gme.med.wayne.edu/future-forms.php>) to the following information: terms, conditions, and benefits of appointment to the WSU SOM ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. This information includes: financial support, vacations, and other leaves of absence; and professional liability, medical benefits, disability and other insurance accessible to residents/fellows and their eligible dependents.

**Procedure for recruitment**

In selecting from among qualified applicants, the WSU GME and all of its graduate medical education programs shall participate in an organized matching program, such as the National Resident Matching Program. Programs participating in the NRMP must abide by all policies and procedures in the NRMP, including the "all-in" policy that requires all positions to be selected through the NRMP.

Positions are occasionally available outside the match process for reasons such as attrition or off-cycle appointments. Candidates for such positions shall be proposed by the program director to the DIO before making any offer of a position or contract. The DIO will ensure the program director has certified the eligibility and qualifications of any candidate proposed for appointment outside the match process and for assuring that the appointment is made in compliance with the policies and procedures of the NRMP (if applicable).

WSU medical and surgical residencies and fellowships are open to U.S. citizens, permanent U.S. immigrants and international applicants as follows:

- Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education
- Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association
- Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
  - Have a current valid certificate from the Educational Commission for Foreign Medical Graduates
  - Have successfully completed a Fifth Pathway program provided by an LCME-accredited medical school
- Applicants who are not citizens of the United States must be eligible and apply for an ECFMG-sponsored J-1 visa or have a U.S. Citizenship and Immigration Services-issued employment authorization. More detailed information on visa requirements and application procedures may be obtained from the GME Office at 248-581-5900
- Prospective residents must pass a criminal background check (see “Criminal background checks”)

### **Procedure for Resident Appointment**

Prior to appointment/employment all residents must complete the following:

- A completed application for appointment. All appointment paperwork must be accompanied by a WSU GME application or an ERAS form.
- Successful completion of USMLE or COMLEX step 1, step 2 CK and CS.
- Proof of legal employment status, (i.e. birth certificate, passport, naturalization papers, valid visa, etc.). If the resident is an international medical school graduate, an original, current and valid ECFMG certificate is required.
- Obtain and maintain a valid license to practice medicine that complies with the applicable provisions of the laws pertaining to licensure in the state of Michigan and provide documentation of valid license to GME Office by date required annually.
- Acquire and maintain life support certification(s) Advanced Cardiovascular Life Support, Basic Life Support and Pediatric Advanced Life Support as prescribed by program and/or WSU.
- The signed Graduate Medical Education Agreement of Appointment for a term of one-year.
- Submit to a health examination and supplementary test(s), including tests for drug and/or alcohol abuse and/or a cotinine (nicotine) test (see “Drug testing”), and receive the required immunizations in compliance with the sponsored program hospital’s policy

and all applicable federal, state and local laws and regulations (see “Immunizations and ACLS/ATLS/PALS Certification”). It must be determined the resident is in sufficient physical and mental condition to perform the essential functions of appointment. The results of all examinations shall be provided to the affiliated hospital’s Employee Occupational Health Services.

- Further information that the GME Office may request in connection with the resident’s credentials includes, but is not limited to, National Provider ID Number (NPI), Transcripts from Medical School and other employment documentation as required by the WSU Human Resource Department.
- Any document not printed in English must be accompanied by an acceptable original English translation performed by a qualified translator. Each translation must be accompanied by an affidavit of accuracy acceptable to WSU.

Non-U.S. Citizen International Medical Graduates must complete and submit all of the above, plus the following:

- Proof of current visa status or eligibility to obtain a visa
- If currently on or applying for Exchange Visitor Visa (J-1), must also provide:
  - Curriculum vitae
  - Ministry of Health letter from home government