
Resident/Fellow Initial Appointment Policy

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Department Generating Policy	Graduate Medical Education			
Prepared By	R. Jason Thurman, MD	Title	DIO	
Dept / Committee Approval (If Applicable)	GMEC	Date	03/22/2022	
ACGME Standard	IV.B-C			

Purpose

To provide guidelines and processes for ensuring and monitoring ACGME- and National Residency Match Program (NRMP)-compliance by each Health Education Services, LLC (HES) sponsored and ACGME-accredited Program as it relates to Resident/Fellow recruitment, selection, and initial appointment.

Definitions

All current definitions are stored in the HES Glossary of Terms (HES Terms). HES Terms are consistent with the ACGME Glossary of Terms whenever possible.

Policy

Foundational to HES' mission is a goal of recruiting qualified Residents/Fellows and successfully retaining Program graduates so as to increase access to care in communities served. At minimum, achieving this goal requires adhering to the ACGME standards, NRMP terms of agreement, and NRMP Codes of Conduct during Resident/Fellow recruitment, selection, and initial appointment. As such, it is the policy of HES that each Program:

- Develop and maintain within New Innovations a Program-specific policy consistent with the principles set forth in this policy and according to its respective common and specialty-specific ACGME program requirements
- Utilize Electronic Residency Application Service (ERAS) for receiving Resident/Fellow applications from conventional Applicants
- Participate in and adhere to all policies and procedures of the NRMP for the initial appointment of conventional Candidates
- Train participating Faculty and Residents/Fellows on ACGME standards, NRMP Codes of Conduct, Unconscious Bias, Diversity, Equity, and Inclusion, and the Program's selection and rank process prior to participation
- Invite an Applicant to interview only when Applicant's merit and qualifications are congruent with standards as defined by the Program Resident/Fellow Initial Appointment Policy
- Maintain the status of each application by routinely updating with, at minimum, the following status(es):
 - Selected to Interview: The application was reviewed and Applicant will receive an invitation to interview

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- Invited to Interview: The Candidate was invited to interview and the required documents were attached to the invitation
- Scheduled for Interview: The Candidate accepted invitation and will interview
- Interviewed: The Candidate interviewed
- Ranked: The Candidate was listed on the certified NRMP Rank Order List
- Will Start: The Candidate will start in our Program
- Utilize a confidential, standard process for assessing Applicants and Candidates reflective of the Program’s dedication to diversity, equity, and inclusion in medicine
- Define Resident/Fellow participation as a required Program activity or voluntary (strictly voluntary involvement on the part of the Resident/Fellow is strongly encouraged)
 - Residents/Fellows who are required to participate in recruitment activity(ies) must log these hours in New Innovations and the Program must ensure compliance with ACGME Work Hour Requirements
- Ensure Residents/Fellows who receive initial appointment to a Program are appropriately onboarded with required material retained in New Innovations

Responsibilities of the Program

- Each Program must review their Resident/Fellow Initial Appointment Policy at least annually and update New Innovations with a revised policy as needed and/or document the annual review has been performed with no changes recommended
- The Resident/Fellow Initial Appointment Policy must include:
 - Resident/Fellow qualifications for selection to interview that, at minimum, must include:
 - A list of documentation required before an Applicant’s application is considered eligible for selection to interview
 - Documented evidence each Candidate is or will be a graduate of:
 - an Liaison Committee on Medical Education (LCME) or American Osteopathic Association (AOA) accredited school in the U.S. or Canada, or
 - an international medical school who holds or will hold a currently-valid certificate from the ECFMG prior to the first day the Resident/Fellow is required to report, or
 - an international medical graduate who holds a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in his/her/their current ACGME specialty-/subspecialty program
 - Documented evidence the Candidate is or will meet minimum qualifications required by the Program’s Specialty- or subspecialty ACGME requirements
 - Documentation of any prior post-graduate training within or outside of the U.S.
 - A list of documentation that must be publically available for Resident/Fellow Candidates to access at all times between September 1 – March 31 each academic year that, at minimum, must include:
 - HES Resident/Fellow Appointment Contract
 - HES Resident/Fellow Initial Appointment Policy

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- HES GME Vacation and Leaves of Absence Policy for Residents/Fellows
 - A summary of benefits outlining stipends, benefits, professional liability coverage, health and disability insurances accessible to Residents/Fellows and eligible dependents
 - A list of information that must be redistributed to Resident/Fellow Candidates once provided if any material change occurs prior to the NRMP Rank Order List Certification Deadline or the offering of a position through SOAP:
 - HES Resident/Fellow Appointment Contract
 - HES Resident/Fellow Initial Appointment Policy
 - Program Block Diagram
 - Program Leadership inclusive of Program Director, Associate/Assistant Program Director(s)
 - Process for Resident/Fellow recruitment that outlines the general timing for:
 - Resident/Fellow and Faculty recruitment training
 - Application submission deadline
 - Application review protocol and notice of selection to interview
 - The number of interview spots and the general schedule for interviewing
 - Release of status to Applicants (interview, reject, waitlist) which may not be later than November 15
 - Rank meeting(s)
 - Pre-employment requirements for Initial Appointment that, at minimum, must include:
 - Expected or required Program-specific academic, educational, or prior training credentials not otherwise mentioned
 - Pre-employment drug testing
 - Background check
 - Licensure status as required by the State in which the Program resides
 - Visa status(es) supported by the Program, if any
 - Process for Resident/Fellow Initial Appointment Onboarding that must, at minimum, include:
 - Use of New Innovations for Initial Appointment Onboarding
 - Signing and returning the HES Resident/Fellow Appointment Contract within 5-business days
 - First day the Resident/Fellow is expected to report (e.g., Last Monday in June or July 1)
 - Process for Resident/Fellow Initial Appointment Onboarding following Transfer from a Prior Training Program which must, at minimum, include:
 - Use of New Innovations for Initial Appointment Onboarding
 - Verification of previous educational experiences and Resident/Fellow status in the program (good standing, etc.) signed by the previous program director
 - The number of months the Resident/Fellow completed in each educational experience required by the ACGME Specialty/subspecialty RC
 - The last completed Milestone report from ACGME WebADS
 - If minimum volumes are required by the ACGME, a final report of case or procedure logs
- Ensure all applications are reviewed holistically and selected for interview on the basis of

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preparedness, ability, aptitude, academic credentials, and expressed dedication to the specialty or subspecialty to which the Applicant applied

- Determine, enter, and certify the Candidate ranks into the NRMP prior to the deadline
- Maintaining ERAS and ensuring invitations to interview and the required documents are distributed (and documented as such)
- Retain digital records of the confidential Applicant assessment process for ten (10) years
- As part of the Annual Program Evaluation, assess the Program’s effectiveness to select for interview and rank a diverse group of qualified Residents/Fellows

Responsibilities of the Sponsoring Institution

- Maintain a Resident/Fellow Appointment Contract template which, at minimum, must contain or provide reference to:
 - Resident/Fellow responsibilities
 - Duration of appointment
 - Financial support for Resident/Fellow
 - Conditions for reappointment and promotion to a subsequent PGY-level
 - Grievance and Due Process
 - Professional liability insurance including a summary of pertinent information regarding coverage
 - Health insurance benefits for Residents/Fellows and their eligible dependents
 - Disability insurance for Residents/Fellows
 - Vacation and Leave(s) of Absence for Residents/Fellows, including medical, parental, and caregiver leave(s) of absence, in compliance with applicable laws
 - Timely notice of the effect of leave(s) of absence on the ability of Residents/Fellows to satisfy requirements for Program completion
 - Information related to eligibility for specialty board examinations
 - Institutional policies and procedures regarding Resident/Fellow clinical and educational work hours and moonlighting
- Provide Programs the HES Resident/Fellow Appointment Contract template and the institutional policies referenced within the contract or this policy
- Notify Program Directors and Program Coordinators of the PGY-specific minimum Resident/Fellow annual stipend amounts approved by HES’ administration for their region
- Notify Program Directors and Program Coordinators of any ACGME requirement or changes to the Institutional policy which would require Program-level policy revision
- Review the Program policy maintained in New Innovations at least annually to ensure ongoing ACGME-compliance and provide feedback to the Program when needed
- Ensure Program access to and utilization of NRMP and ERAS
- Offer education and training resources on ACGME standards, NRMP Codes of Conduct, Match Schedules and the enforcement of this policy to Program personnel with access to the NRMP Match and ERAS
- Offer educational and training resources to the Program Director which satisfy this policy’s annual training requirements for Faculty and Residents/Fellows
- Monitor Program recruitment, selection, and appointment processes to support Program innovation, efficiency, and adherence to the highest standards of professionalism

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- Utilize Program assessment of diversity metrics within the Annual Program Evaluation to assess the Institution’s ability to support Programs in recruiting a diverse group of qualified Residents/Fellows, reporting assessment outcomes and any planned interventions to improve performance in the Annual Institutional Review and the Governing Body’s Executive Summary

Additional Resources

- ACGME Glossary of Terms, Effective 04/15/2021
- ACGME Institutional Requirements, Effective 07/01/2022
- ACGME Common Program Requirements, Effective 07/01/2022
- HES Resident/Fellow Appointment Contract template
- HES Resident/Fellow Promotion, Appointment Renewal, Dismissal, & Due Process Policy
- HES Vacation and Leaves of Absence Policy for Residents/Fellows
- ERAS Policies and Procedures <https://www.aamc.org/services/eras-for-institutions/medical-schools/policies>
- ERAS Training and Support <https://www.aamc.org/services/eras-for-institutions/program-staff/training>
- ERAS Frequently Asked Questions <https://www.aamc.org/services/eras-for-institutions/program-staff/faq>
- NRMP Match Participation Agreements and Other Policies <https://www.nrmp.org/policies/>
- NRMP Codes of Conduct <https://www.nrmp.org/intro-to-the-match/the-match-agreement/match-codes-of-conduct/>
- NRMP Match Checklists (scroll to bottom of page) <https://www.nrmp.org/programs-institutions/>
- NRMP Help and Support <https://www.nrmp.org/help/>

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AUTHORIZED BY: GMEC

PREPARED BY: R. Jason Thurman MD, DIO

DATES OF REVISION: 07/26/2022

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AREAS AFFECTED: GME