



# Resident/Fellow Recruitment and Selection Policy

Effective Date: February 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: February 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #:
Origination Date: February 2016	ACGME Common Program Requirement #:

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## POLICY STATEMENT

Programs must have a policy in place and ensure the following requirements of the Sponsoring Institution and the Accreditation Council for Graduate Medical Education (ACGME) for all candidates (applicants) selected for an interview are met:

1. Candidates for programs must be informed, in writing or by electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the resident laundry services, or their equivalents.

A pre-printed form with this information is available in the GME Office and must be signed by the applicant upon arriving for the interview and kept on file for review upon the GME Committee's Internal Review.

2. Programs should select from among eligible applicants on the basis of criteria such as educational preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

3. The program director, in conjunction with the program's Education Committee and/or teaching faculty reviews all applications, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications, as determined by guidelines established by the program.

4. The Medical School participates in the National Residency Matching Program (NRMP). Each accredited residency/fellowship program that participates in the NRMP Match will abide by the rules and regulations of the NRMP. Those programs using other Match programs will abide by their rules and regulations. The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of rank order lists or other offer of a residency position.

5. An offer for residency training is extended directly to the applicant by the program director or his/her designee, through a letter of offer following the completion of the National Match.

6. Immediately following receipt of the results of the Match or the acceptance of an offer for residency training, the program director is responsible for notifying the Graduate Medical Education Department of all candidates accepted and providing a copy of the following:

- a. Copy of medical school diploma
- b. Documentation of any previous residency training
- c. Copy of Texas medical license (when available)
- d. Copy of ECFMG certificate (if applicable)

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## REASON FOR POLICY

To outline specific qualifications required for selection of residents/fellows (trainees) entering a TIGMER Graduate Medical Education training program.

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## RESPONSIBILITIES

### Program Responsibilities

Monitoring and compliance of the eligibility requirements is expected at the Department/Program Level.

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## RELATED INFORMATION

[National Residency Matching Program](#)

[ACGME Common Program Requirements](#)

[Texas Medical Board License Eligibility Requirements](#)

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## HISTORY