

- POLICY:** Eligibility & Selection Policy
- SCOPE:** CMEF Residency and Fellowship Programs
- PURPOSE:** To ensure a consistent, fair and non-discriminatory process for the selection of residents/fellows into the training programs and to clearly define the minimum criteria for the selection of residents/fellows.
- DESCRIPTION:** Residents/fellows are selected on a fair and equal basis without regard to age, race, color, religion, sex, disability, veteran status, sexual orientation, national origin, or any other applicable legally protected status. Selection is based upon preparedness, ability, aptitude, academic credentials, personal characteristics such as motivation and integrity, and the ability to communicate verbally and in writing.
- PROCEDURE:** The applicant applies to the residency/fellowship program through the Electronic Residency Application Service (ERAS).
- The applicant must submit three letters of recommendation, transcripts, and his/her Medical School Dean's letter (if available).
- To be eligible, the applicant **MUST** have passed USMLE II or COMLEX II, and meet one of the following criteria by the beginning of their employment contract:
- A) Graduate of a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME).
 - B) Graduate of college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
 - C) Graduate of a medical school outside the United States or Canada which meets one of the following criteria:
 - a. Has received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG); or
 - b. Has full and unrestricted license to practice in a U.S. licensing jurisdiction in his or her current ACGME specialty/subspecialty program; or
 - c. Graduate of medical school outside the United States and completed a Fifth Pathway program provided by an LCME-accredited medical school.

The individual residency/fellowship program reviews the applications, recommendation letters, Dean's Letter and the ECFMG certificate. Based on criteria specific to the individual

program, a decision is made whether to invite the applicant to a personal interview with their program in Canton. Applicants with J1 or H1B visas will be eligible for admission to the programs. Other visas will be considered on an individual basis.

The residency and fellowship program directors must comply with the criteria for resident and fellowship eligibility as specified in the ACGME Common Program requirements.

The Program Director and Faculty are to follow the policies of the National Resident Match Program (NRMP) that are published each year in the NRMP Institutional Officials, Institutional Administrators, and Program Directors User Guide.

During the interview, the applicant receives instructions as to how to access the following documents from the website: the Eligibility & Selection Policy, Nonimmigrant Visas Policy, employment contract for residents/fellows, a Resident/Fellow Physician Manual, and benefits for that residency/fellowship program. Hard copies of these documents are available upon request. The applicant should sign a receipt that they received instruction and/or copies of the information and the signed receipt is sent to the Office of Medical Education.

All residency/fellowship programs MUST participate in the match. The programs will assess all the applicants that have been interviewed and rank the applicants based on the recruiting criteria developed by the program. Each program prepares its match list and submits it to the National Resident Match Program (NRMP).

Upon completion of the NRMP ranking process, Aultman Hospital is notified regarding the residents/fellows that have matched.

Incoming residents/fellows are provided with a contract, a Resident/Fellow Physician Manual, and a Benefits Sheet. The term of appointment specified in the contract is restricted to a maximum of twelve (12) months, with no implied promise of extension. Each resident/fellow is required to sign this contract, signifying acceptance of the appointment. The residents/fellows must set up a time to have a pre-employment interview with the Administrative Director of Medical Education and a pre-employment physical. This should be completed two weeks before the contracted start date.

New residents/fellows are required to attend a full day orientation to train the resident/fellow on Aultman Hospital policies.

All information received from individuals through ERAS will be retained for seven years. All information received from an eligible individual who is invited for an interview and accepted into our program will be retained permanently.

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