
EFFECTIVE DATE: May 9, 2022

POLICY & PROCEDURE TITLE:
Resident Recruitment, Eligibility & Selection

LAST REVIEW DATE: May 9, 2022
REVIEW BY: 05/20/2026

PURPOSE: Outline process for selecting residents and/or fellows at Mercy Catholic Medical Center

SCOPE/APPLICABILITY: All residents enrolled in an ACGME-approved program at Mercy Catholic Medical Center

DEFINITIONS :

Resident: Physician enrolled in an ACGME-approved residency and/or fellowship.

“On-Cycle” Resident or fellow recruited through the NRMP match

“Off-Cycle” Resident or fellow recruited outside of the NRMP match

POLICY:

This policy is designed to ensure fair and consistent consideration and decision-making for all applicants to MCMC GME residency training programs. Recruitment and appointment of residents to MCMC programs is performed by the respective program director, faculty, and department chair under the oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education without regard of race, age, religion, color, national origin, disability, or any other legally protected status.

PROCEDURE:

Eligibility

Individuals eligible for appointment as a resident physician shall meet one of the following criteria:

- a. Graduate of medical school in the United States and 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 medical school outside the United States and Canada who meets one the of the following qualifications:

Resident Recruitment, Eligibility & Selection

- Has received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment or
- Has a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in his or her current ACGME specialty program.
- Graduate of medical school outside the United States who has completed a Fifth Pathway program provided by an LCME-accredited medical school.

All applicants must be prepared to meet the eligibility requirements of the Pennsylvania State Board of Medicine trainee license by the start of the appointment

On-Cycle Applications:

All MCMC training programs are required to use the Electronic Residency Application Service (ERAS®)

Interview:

Applicants invited to interview for a resident position must be informed in writing or by electronic means, of the terms, conditions, and benefits of their appointment to the ACGME -accredited program, as well as all institutional and program policies regarding eligibility and selection for appointment, either in effect at the time of the interview or that will be in effect at the time of their eventual appointment. This includes financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents. All terms, conditions, and benefits of the potential appointment are described in the Resident Physician Agreement.

Selection:

Applicants are evaluated and selected on the basis of their preparedness, ability, aptitude, references, personal characteristics such as motivation and integrity, academic credentials, licensure status, communication skills and professionalism.

- a. Programs shall not discriminate with regard to sex, race, age, religion, color, national origin, disability or any other legally protected status.

On-Cycle Matching:

All MCMC residency training programs are required to participate in the National Residency Matching Program (NRMP) Match.

Program directors and others involved in the recruitment process are required to review the terms and conditions of the Match Participation Agreement

Positions Outside of Match:

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).

Resident Recruitment, Eligibility & Selection

RESPONSIBLE DEPARTMENT

Graduate Medical Education Committee

RELATED POLICIES, PROCEDURES, AND OTHER MATERIALS

Links to related policy/procedure/materials

KEYWORDS