

TITLE: ELIGIBILITY, SELECTION AND APPOINTMENT

Purpose:

The purpose of this Eligibility, Selection and Appointment policy is to ensure fair and consistent consideration and decision-making for all applicants to the Internal Medicine Residency Program.

Policy

Recruitment and appointment of residents to Internal Medicine is performed by the Program Director and faculty under the oversight of the Graduate Medical Education Committee (GMEC). All participants in the recruitment and selection process must comply with the criteria for resident eligibility as defined in the Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements and as further specified by the Common Program Requirements and applicable specialty-specific program requirements.

Procedure

A. Qualifications of Applicants:

Applicants with one of the following qualifications are eligible for appointment to the Internal Medicine residency program:

1. Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,
2. Graduation from a college of Osteopathic Medicine in the United States accredited by the American Osteopathic Association (AOA); or,
3. Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
 - a. holds a current valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or,
 - b. holds a full and unrestricted license to practice medicine in a US licensing jurisdiction in his or her current ACGME specialty/subspecialty program; or,
 - c. except those that are not recognized by Alabama Board of Medical Examiners
4. Graduation from a medical school outside the United States and completion of a Fifth Pathway program provided by an LCME-accredited medical school.

B. Application:

The Internal Medicine residency program will only accept applications through the Electronic Residency Application Service (ERAS).

C. Electronic or written information provided to applicants:

Applicants scheduled 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 residency 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 information includes financial support; vacation and sick time; leaves of absence; professional liability, hospitalization, health, disability and other insurance accessible to residents and their eligible dependents.

D. Resident Selection:

1. Internal Medicine will select trainees among eligible applicants on the basis of training program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation, integrity, and professionalism.
2. Internal Medicine will not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.
3. Before accepting a resident who is transferring from another residency program, Internal Medicine must obtain verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.
 - a. A prerequisite for a transferring resident to enter the program is completion of clinical education in an ACGME accredited residency program.

E. Matching:

1. The Internal Medicine residency program will participate in The Match through the National Residency Matching Program (NRMP).
2. The Program Director and coordinator will review the terms and conditions of the applicable Match Participation Agreement for Internal Medicine each year and comply with applicable Match policies and the Match Commitment. In addition to indicating the program's participation in SOAP.
3. The NRMP All-In Policy requires a program participating in the Main Residency Match to register and attempt to fill all positions through the matching process.
4. The Program Director is prohibited from offering positions to ineligible applicants, and must use the Applicant Match History in the Registration, Ranking, and Results (R3) System to determine an applicant's eligibility for appointment.
5. If Internal Medicine wishes to accept a candidate outside of the Match, the program must request a waiver from full participation in the Match. Waivers are time-limited and will not be granted for more than 25% of available positions in the program (or for more than one position in a program with fewer than four first-year positions). Waiver requests are made to the GMEC and include:
 - a. the number of positions to be offered outside and within the Match;
 - b. a detailed description of the program's application and selection process for applicants accepted outside of the Match; and
 - c. confirmation that candidates being considered for positions outside the Match will not be interviewed as part of the official NRMP, and are not currently registered for the Match.
6. Upon matching, candidates will begin the on-boarding process, which includes a pre-employment drug test and background check.

F. Resident Requirements:

1. The Program Director must ensure that candidates are eligible for an Alabama state provider license, are authorized to work in the United States at the time of appointment, and meet applicable essential abilities requirements of the program.
2. All applicants are required to meet the requirements for and obtain Alabama provider licensure prior to the start of training. In general, this requires passage of the United States Medical Licensing Examination (USMLE) Step I and Step II, or Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX) 1 and 2.
3. Graduates of medical schools outside the US and Canada (IMGs) are required to have passed all examinations required for Educational Commission for Foreign Medical Graduates (ECFMG) Certification, including USMLE Steps 1 and 2 or their equivalents, before they may be considered for final selection to a residency training program.
4. Non-US citizens must possess appropriate work authorization prior to their appointment to the Internal Medicine residency program.

5. Failure to meet all necessary requirements and to obtain Alabama provider licensure prior to the scheduled start date of training will result in a hardship for the residency program and may result in the program petitioning for a waiver of NRMP commitment.

G. GMEC Oversight:

The Program Director must obtain approval of the GMEC prior to offering a position to any applicant who falls into any of the following categories:

1. Transfer resident who has completed one or more years in another residency program, or
2. does not fully meet the program's applicant requirements, or
3. other exceptions (such as off-cycle residents or those unsuccessful at another program).

Recommended: 2/2/17

Approved: 4/2/19

Revised: 3/30/21, 6/30/21