

<b>Policy Title:</b>	<b>RECRUITMENT, ELIGIBILITY, SELECTION, AND APPOINTMENT POLICY</b>
<b>Most Recent Approval Date:</b>	June 27 <sup>th</sup> , 2022
<b>Contact:</b>	Rush University Medical Center Designated Institutional Official (DIO)
<b>Related Policies/Documents:</b>	<ol style="list-style-type: none"> <li>1. House Staff Agreement</li> <li>2. Diversity, Equity, and Inclusion Policy</li> <li>3. Fellow Eligibility Exception GMEC Review Form</li> <li>4. Accepting Transferring Residents Policy</li> <li>5. Level of Training and Salary Policy</li> </ol>
<b>Regulatory Elements:</b>	2021 ACGME Institutional Requirements (Section IV.B.), 2020 Common Program Requirements (Section II.A.), 2021 NRMP Participation Agreement

### **Purpose:**

This policy defines the recruitment, eligibility, selection, and appointment requirements for applicants applying to accredited and non-accredited Graduate Medical Education (“GME”) programs sponsored by Rush University Medical Center (“RUMC”).

### **Policy:**

The program director has final responsibility, authority, and accountability for resident/fellow recruitment and selection of house staff, consistent with ACGME requirements.

Programs will establish written policies for the criteria and protocols for soliciting applications, evaluating applications, granting interviews, and making offers, whether directly or through a matching program when available. These policies must be consistent with ACGME institutional, common, recognition and specialty-specific requirements, as well as the institutional policy.

An applicant invited to interview for a position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. Information that is provided must include: financial support; institutional policies for 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.

### **I. General Eligibility Criteria:**

**A.** Applicants must meet **one** of the following qualifications to be eligible for appointment to a GME residency or fellowship program at Rush University Medical Center:

- Graduate from a United States or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME)
- Graduate from a United States college of osteopathic medicine accredited by the American Osteopathic Association (AOA)
- Graduate from a medical college outside the United States or Canada and **one** of the following qualifications:
  - possession of a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) and passing score for Step 1 and Step 2 of the USMLE; or
  - currently holds a full and unrestricted medical license to practice in the United States licensing jurisdiction in which the program is located; or
  - graduated from a non-US medical school **and** completion of a Fifth Pathway program provided by an LCME-accredited medical school.

**B.** All applicants must meet program eligibility requirements as defined by the ACGME’s respective specialty Review Committee and certifying specialty board (for accredited programs) or requirements defined by the department (for non-accredited programs).

**C.** Individuals must be a U.S. citizen or a legal permanent resident, or holder of a nonimmigrant status which allows employment authorization in the U.S.

- Typical nonimmigrant status include:
  - F-1 OPT or J-1 (either requires Steps 1 and 2 of USMLE (or equivalent) and ECFMG certification (if applicable) and approval from Rush Legal); and
  - H-1B (requires approval from Rush Legal and satisfactory completion of Steps 1, 2 and 3 of USMLE, and possession of a valid Illinois medical license)
- Not all GME training programs at Rush are structured to accommodate residents/fellows requiring visa sponsorship. Prior to recruitment programs should confirm their program may accommodate trainees that require visa sponsorship.
  - Any program not accredited by the ACGME must have prior “Non-Standard Training Program” recognition by the GME office to consider J-1 eligible applicants.

**D.** Meet Illinois Department of Professional Regulation (IDPR) licensure requirements.

## II. Selection:

- A.** All applicants selected outside of a matching service must be reviewed by the GME office prior to the program offering the applicant a position in the program.
- B.** Programs must select from among eligible applicants based on their preparedness, ability, aptitude, academic credentials, communication skills, motivation, and integrity. Programs must not discriminate with regard to sex, gender, race, age, religion, color, national origin, ethnic background, disability, veteran status, sexual orientation, marital status, or parental status.
- C.** Programs will engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive work force of residents/fellows, consistent with ACGME requirements and the GME Diversity, Equity, and Inclusion Policy. *Please see specific policy available in MedHub.*
- D.** Fellowship programs must adhere to their respective specialty requirements regarding fellowship eligibility during the selection process, including whether their Review Committee allows the **Resident/Fellow Eligibility Exception**.
- Programs using the Eligibility Exception must submit exceptionally qualified candidate application materials to the Graduate Medical Education Committee (GMEC) to obtain written approval prior to the rank order list deadline. *Please see specific GMEC review form available in MedHub.*

## III. Appointment:

- A.** Programs must not appoint more residents/fellows than approved by the GMEC, and if applicable, the ACGME Specialty Review Committee.
- B.** All appointments to the next academic year must be finalized no later than April 15<sup>th</sup>. Any positions that are not filled by April 15<sup>th</sup> will remain open for the next academic year. Programs must submit the following items for each perspective house officer to the GME office no later than April 15<sup>th</sup>:
- complete and accurate demographic information, through the GME house staff data sheet; and
  - a copy of the application to the program.
- C.** All appointments are set in alignment for a start date of July 1<sup>st</sup>, the first day of the academic year as recognized by the GMEC. Any exceptions must be submitted in writing for prior written approval by the GME office.
- D.** Any positions not funded by a GME Accounting Unit must provide the GME office with an Accounting Unit (AU) prior to the appointment start date.

## IV. Requirements After Match/Accepted Offer of a Position:

Upon accepting a formal offer, applicants must meet all of the following requirements:

- Consent to a criminal background check.
- Complete Rush Employee Health screening and pass a pre-employment drug test.
- Meet Illinois Department of Professional Regulation (IDFPR) eligibility requirements to obtain and maintain a training or permanent medical license in the State of Illinois.
- Foreign medical graduates must provide documentation of a currently valid Educational Commission for Foreign Medical Graduates (ECFMG) certification.
- Non- U.S. citizens must have Permanent Resident Status, current Employment Authorization Card or obtain the appropriate immigration status no later than the date of hire.
- Meet all conditions of appointment and employment at Rush as described in the House Staff Agreement.

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The Rush values of Innovation, Collaboration, Accountability, Respect, and Excellence provides the foundation of how we treat each other, our patients, and their loved ones.

Approved at GMEC 2018

“Visa and Eligibility Policy” Revised and Approved at GMEC 07/12/2021

Revised and Approved at GMEC e-vote 06/27/2022