

**SUNY DOWNSTATE MEDICAL CENTER  
HEALTH SCIENCE CENTER AT BROOKLYN  
GRADUATE MEDICAL EDUCATION  
POLICIES AND PROCEDURES**

**Title:**

**POLICY ON RESIDENT RECRUITMENT, ELIGIBILITY AND SELECTION**

**Purpose:**

To comply with ACGME Common Program and Institutional Requirements, National Residency Matching Program Policies, institutional processes and procedures and to assure fair, legal and appropriate recruitment, selection and hiring practices that do not adversely affect trainees in programs or applicants to such programs. The following GME Committee policy is established to provide policies and procedures for resident eligibility, selection criteria and selection processes in support of safe and high quality patient care, educational excellence, scholarship and professional integrity.

**Scope:**

This policy applies to all programs, program directors, program coordinators, administrators, applicants to programs, and residents and fellows of graduate medical education programs sponsored by SUNY Downstate Medical Center with trainees appointed to SUNY Downstate Medical Center irrespective of salary source or site assignment.

**Definitions:**

*Program Director:* the one physician designated with authority and accountability for the operation of the residency/fellowship program.

*GME Program:* refers to a structured educational experience in graduate medical education designed to conform to the Program Requirements of a particular specialty/subspecialty

*NRMP:* The National Residency Matching Program

*Resident or House Staff or House Officer:* refers to all interns, residents enrolled in post-graduate medical training or activity. The terms include subspecialty residents also known as fellows and may be used interchangeably.

*GMEC:* Graduate Medical Education Committee of SUNY Downstate Medical Center

*DIO:* The Designated Institutional Official is the individual in a sponsoring institution who has the authority and responsibility for all of the ACGME-accredited GME programs.

**Policy:**

All programs must have program specific policies and procedures for recruitment, selection and appointment of residents. In fulfilling institutional oversight responsibilities, the GMEC through the GME Office will monitor program compliance with abiding by such program and institutional policies for resident recruitment, selection and appointment.

Each program must have a set of written standards, appropriate to the specialty, to guide resident selection. Written standards must address resident eligibility and process for resident selection.

Programs must select from among eligible applicants on the basis of residency program-related criteria indicating capability of participating in safe, effective, professional patient care with increasing responsibility and progressive autonomy and the likelihood of successful training through to program completion. Programs must select from among eligible applicants on the basis of their

preparedness, history and prior experiences, ability, aptitude, academic credentials, scholarly activities, communication skills, professional attributes and personal qualities such as motivation, integrity and interpersonal skills.

Programs must not discriminate with regard to gender, sexual orientation, race, age, religion, color, national origin, marital status, disability, veteran status, or any other applicable legally protected status.

Candidates for programs (applicants who are invited for interview) 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 residents and their families; and the conditions under which the program, institution and participating sites provide call rooms, meals, laundry services, or their equivalents.

Applicants must have one of the following qualifications to be eligible for appointment to residency and fellowship programs at SUNY-Downstate:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME);
2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
3. Graduate of medical schools outside the United States and Canada who meet one of the following qualifications:
  - a. Have a currently valid certificate from the Educational Commission for Foreign Medical Graduates or
  - b. Have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction.
  - c. Graduates of medical schools outside the U.S. who have completed a Fifth Pathway program provided by an LCME accredited medical school.
4. Dental residents must hold a DDS or DMD degree from a school approved by the Commission on Dental Accreditation and a NYS License/Limited Permit.
5. Podiatry residents must hold a DPM degree from a school approved by the Council on Podiatric Medical Education.

Candidates must satisfy all credential verification requirements in order to be appointed to SUNY Downstate programs (including presentation of original medical school diploma, original school transcript, signed Deans Letter (MSPE), signed letters of reference, proof of citizenship or legal employment status as well as original social security card, ECFMG or Fifth Pathway certification (if applicable), USMLE or COMLEX transcript, etc.) as well as satisfactory clearance of Employee Health Service requirements and mandatory background checks. (See GME Handbook for additional information and Checklist for Resident/Fellow Credentialing.) Successful completion of USMLE steps or COMLEX parts may be required for appointment in programs at certain levels of training. (See Policy on Completion of USMLE or COMLEX Licensing Examinations.)

All residents or fellows admitted to advanced positions or subspecialty fellowships requiring one more or more years of GME training as a requirement for completion of the advanced training or a prerequisite for board eligibility must successfully complete and have received credit for all prior required training in appropriately ACGME accredited training programs. The Program Director must obtain verification of prior education as well as a summative competency-based assessment for each resident being appointed to an advanced position or fellowship program.

No individuals identified on the U.S. Department of Health and Human Services Office of Inspector General Exclusions List can be appointed to any SUNY Downstate program.

For each program, the selection of residents should be the responsibility of a committee of the faculty which has the opportunity to review application materials, evaluate candidates against the program's written selection standards, and agree as a group on those residents to be selected. Such decisions should ordinarily not be those of an individual program leader.

In selecting from among qualified applicants, all programs should participate in an organized matching program where available, such as the National Residency Matching Program (NRMP), and abide by all Matching Program Policies and Procedures. Any exceptions to use of a Matching Program or to adherence to the Policies and Procedures of the Matching Program must be approved by the GME Office and/or GME Committee. Any deviations from standard Matching Program procedures and practices may necessitate receiving a waiver which can only be granted by the Matching Program.

Any program participating in the NRMP Main Residency Match must abide by the NRMP "All-in" Policy. The program must register and attempt to fill all of its positions through The Match or another national matching program. A "program" is defined by its ACGME number and not by any separate tracks within the program. (Note that the NRMP R3 System does allow for creation of distinct or unique program tracks to accommodate special circumstances such as IMGs with funding from their home countries, clinical-research pathways, unexpected openings in advanced specialties where PGY-2 positions can be filled in the year of The Match, religious observance slots, etc.) The All-in Policy applies to positions for which the NRMP offers matching services, including PGY-1 preliminary and categorical positions and PGY-2 positions in advanced programs. However, PGY-2 (program level) or higher positions in categorical programs and PGY-3 or higher positions in advanced programs are not subject to the Policy because the NRMP does not match for those positions. This policy does not apply to fellowship positions. The only exceptions to the All-in Policy include: post-SOAP positions where preliminary positions are created by programs at the conclusion of the SOAP for partially matched applicants who failed to obtain the PGY-1 position required to fulfill their binding PGY-2 match commitment; Off-cycle appointments if training would begin prior to February 1 in the year of the Match (positions in which training would begin after Feb. 1 must be filled through The Match. Note that if a program offers a position outside the Match prior to the program director registration and program activation, the program is no longer eligible to enroll in the Match unless the offered position falls into one of the exception categories.

Programs that do not successfully fill all of their positions in the main residency match must abide by NRMP policies regarding unfilled positions. Programs are strongly encouraged to participate in the Supplemental Offer and Acceptance Program (SOAP) of the NRMP to fill all remaining positions. SOAP provides an equitable, transparent, and orderly process for applying to, offering, and accepting positions in programs that did not fill in the algorithm phase of the Main Residency Match. Program not participating in the SOAP must not attempt to recruit or fill any unfilled positions until all SOAP cycles have completed after the conclusion of Match Week.

When or if programs do not fill through The Match or NRMP SOAP, residents may subsequently be appointed to unfilled positions from the pool of unmatched students, or other sources, as long as they meet program, institutional and, if applicable, ACGME standards.

Before accepting a resident transfer from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident. Program directors must provide timely verification of resident education and summative performance evaluations for residents who leave the program prior to program completion.

Program Directors may not appoint more residents or fellows than approved by the ACGME Review Committee or other accrediting agency unless specific program requirements allow otherwise. Program fiscal and educational resources must be adequate to support the number of trainees appointed to the program. Appointment of or the presence of residents, fellows and other learners (such as residents in other specialties, subspecialty fellows, PhD students, nurse practitioners, etc) must not interfere with the education of already appointed residents. The presence of other learners must be reported to the GMEC and DIO.

Sponsoring and participating sites must assure that all residents are provided with appropriate financial support and benefits to ensure that they are able to fulfill the responsibilities of their educational programs.

Failure to comply with recruitment and selection policies or the enrollment of non-eligible residents may be a cause for adverse action by SUNY and/or withdrawal of accreditation by the ACGME or other accrediting agency. Determination of eligibility for appointment as a resident or fellow to a SUNY Downstate program and to the title of Clinical Assistant Instructor is made by the final authority of the SUNY Downstate Medical Center GME/Housestaff Office and the Department of Human Resources.

**References:**

Institutional Requirements and Common Program Requirements, Accreditation Council for Graduate Medical Education, 2014.

Terms and Conditions of the Match Participation Agreement and Policies and Procedures, the National Residency Matching Program, 2014.

Revised July 26, 2012.

Approved by GMEC 8/15/12

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