

Riverside Methodist Hospital Columbus, Ohio	STANDARD POLICY and/or PROCEDURE	
	Institutional Policy and Procedure for Medical Education	
	TITLE: Applicant Eligibility Policy	NUMBER MEP02
	ISSUED: 12/11/1998	EFFECTIVE: 12/11/1998
	DISTRIBUTION: Medical Education Department Residency Program Directors Resident Physicians	
	DEVELOPED BY: Graduate Medical Education Committee	
	REVIEWED BY: Graduate Medical Education Committee	DATE 12/11/1998 05/12/2006 (revised) 09/14/2007 (revised) 11/14/2008 (revised)
	APPROVED BY: Graduate Medical Education Committee	

STATEMENT OF PURPOSE

To outline the Department of Education’s policy governing the selection of qualified applicants to Riverside Methodist Hospital’s accredited residency programs.

DEFINITIONS

According to the ACGME Institutional Requirements, the Sponsoring Institution must have a written policy for resident recruitment and appointment and must monitor each program for compliance. A copy of this policy will be given to each applicant during their personal interview according to the NRMP Match Participation Agreement.

POLICY

Qualifications for Graduates of U.S. medical schools:

- 1) The applicant must have graduated from a medical school whose programs are accredited by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA).
- 2) The applicant must provide a Dean’s Letter, two or more strong letters of recommendation, medical school transcripts, and passing scores from Part I, USMLE.
- 3) Recent graduates and/or those individuals who have graduated within the past two academic years are given preference.
- 4) The applicant must be willing to appear for a personal interview.

Applicants who are graduates of international medical schools:

- 1) The applicant must meet criterions #2, #3, and #4 above. The quality and ranking of the

candidate's international medical school or Fifth Pathway program is taken into consideration using The Gourman Report: A Rating of Graduate and Professional Programs in American and International Universities as a guide.

- 2) The applicant must provide a valid certificate from the Educational Commission for Foreign Medical Graduates or have a full and unrestricted license to practice medicine in the state of Ohio. The Medical Education Department prefers that the applicant provide proof of permanent resident status or J-1 Visa status if a non-U.S. citizen. Medical Education will support the applicant on their J-1 Visa if accepted into a Riverside Methodist Hospital residency program.
- 3) A minimum of one year clinical service in a U.S. hospital is highly recommended.

As an equal opportunity employer, Riverside Methodist Hospital fully supports all state and federal regulations and does not discriminate against applicants because of race, religion, sex, age, national origin, disability or veteran status (See OhioHealth Policy and Procedure HR1.00 Equal Employment Opportunity).

PROCEDURE

Riverside Methodist Hospital's accredited residency programs participate in the Electronic Residency Application Service (ERAS) and will only consider ERAS system provided applications. Riverside accepts sponsored applicants, independent applicants and couples into the Match.

- Sponsored applicants: those enrolled in a medical school accredited by the Liaison Committee on Medical Education (LCME) whose dean has determined that the applicant is eligible to participate in the Matching Program;
- Independent applicants: applicants who are either a graduate or a student from an LCME accredited medical school; a graduate or student of a medical school accredited by the Committee on Accreditation of Canadian Medical School, a graduate or student of an American Osteopathic Association (AOA) accredited medical school, or a graduate or student of a Fifth Pathway program;
- Couples: applicants registered as a couple seeking a position together

Applications are continually reviewed. Each resident selection committee, under the direction of the Program Director, reviews the candidates' credentials and decides whom they should interview. The selection of those to be interviewed is based upon the above criteria. If a question arises regarding the eligibility of an applicant, the final decisions will rest with the resident selection committee, the Program Director, and the Director of Medical Education and/or Designated Institutional Official.

Applicants applying for upper level positions must not have a current Match commitment for any level of training or any residency program, and will not be considered for an interview unless a waiver has been granted by the NRMP. Full disclosure of MATCH commitment is expected and required of all applicants.

Policy adopted by Internal Medicine: 02/22/99, 09/14/07, 11/14/08

Policy adopted by Family Practice: 12/11/98, 09/14/07, 11/14/08

Policy adopted by OB/GYN, Transitional Year, General Surgery: 02/11/00, 09/14/07, 11/14/08

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Date

Edward T. Bope, MD, Chair, GMEC

Date