



Procedure Number: GME 24

Procedure Title: Eligibility, Recruitment & Selection

Procedure Statement:

Applicants must have one of the following qualifications to be considered eligible for appointment to one of OHSU's ACGME accredited residency or fellowship training programs.

1. A graduate of a US or Canadian medical school accredited by the Liaison Committee on Medical Education
2. A graduate of a US Colleges of Osteopathic Medicine accredited by the American Osteopathic Association
3. A graduate of a medical school outside of the US or Canada, who holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates

Residents/fellows are selected based upon their preparedness, abilities, aptitudes, academic credentials, communication skills, and personal qualities such as motivation and integrity. OHSU does not discriminate with regard to gender, race, age, sexual orientation, religion, color, national origin, disability or veteran status. The resident/fellow must be legally able to work in the U.S., or eligible to obtain work authorization.

All applicants must use the ERAS system, if required by the program, or another method of providing an application, as well as primary source documentation of their Medical School Performance Evaluation, proof of graduation from medical school, their USMLE or COMLEX score report, and if prior training has occurred, a core competency-based letter from their prior program director.

When appropriate, the National Residency Matching Program is utilized in the recruitment process. The faculty and program directors must understand the rules of the NRMP, including not promising to "rank them to match", and not asking about other programs they may be applying to, as well as questions about pregnancy, gender, race, religion, national origin, disabilities, veteran status, or age. All programs included in the "all-in" NRMP policy must adhere to it, and all programs must share with their interviewees the contract that the resident/fellow will be signing if they match with the OHSU program. Verification of the interviewee receiving a copy of the contract must be obtained by the program.

At least one week prior to the rank list deadline, GME must be notified of applicants that a program might consider ranking in their match system who have extended medical school or prior training for academic concerns, failed any of the USMLE/COMLEX steps, or have any potential for background check failure (misdemeanor, felony, etc.) Match lists with significant concerns will prompt a discussion between the Designated Institutional Official and the Program Director, with the potential referral to GMEC for review.

Off-Cycle or Positions Recruited Outside the Match

The GME Office must review all documents below **prior to an offer being extended by the program.** Those individual applicants who are recruited outside of an organized match, such as those recruited after their PGY 1 year or off-cycle, must provide primary source documentation of their Medical School



School of Medicine Policy

Policy Number: GME 24
Effective Date: 9/2015

Performance Evaluation, proof of graduation from medical school, their USMLE/COMLEX score report, and if prior training has occurred, and a core competency-based letter from their prior program director. Programs with applicants who have significant concerns will prompt a discussion between the Designated Institutional Official and the Program Director, with the potential referral to GMEC for review.

All residents/fellows must successfully pass a background check and drug screen. Once selected, the resident/fellow must adhere to OHSU's Medical Staff Bylaws and Rules and Regulations and comply with the policies and administrative procedures of OHSU and any hospital or facility to which the resident/fellow may be assigned. The resident/fellow further agrees that he/she will adhere to the expectations and requirements of the OHSU GME USMLE/COMLEX policy (Policy #GME 33), and that he/she acknowledges that a failure to meet these requirements may result in suspension or termination from the program.

Procedure Owner: Graduate Medical Education Committee

Amendment/Approving Committee: Graduate Medical Education Committee

Additional Resources

Form/Document	Use	Links

Version control

Version	Effective Date	Author	Description of Change
1			Original
2	9/2015	GMEC	Revision