

UB Graduate Medical Education

Eligibility & Selection of Residents Policy

September 1994, November 2001; April 2005

Rev. **March 2008**

Eligibility

Accredited programs should select residents from a pool of applicants who meet the eligibility requirements established by the ACGME (Institutional Requirements II.A.1.a-d), Residency Review Committees, and the individual program.

Application Submission

All UB residency programs must utilize the University at Buffalo (UB) application form or ERAS (Electronic Residency Application Service).

Application Review

Throughout the year and during the post match period in particular, program directors must exercise due diligence when selecting residency candidates.

The following steps are recommended as part of the program director's routine when selecting residency candidates:

- Scrutinize the CV for gaps in training, short training stints, or serial experiences without program completion. Ask the candidate for explanations and **VERIFY THE INFORMATION** by contacting prior programs directly.
- Log onto the Office of Professional Medical Conduct (<http://www.health.state.ny.us/nysdoh/opmc/main.htm>) where you can search by name for physicians who may have had prior professional difficulties.

Resident Transfers

If the candidate completed any previous training, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation. (Common Program Requirements III.C.1.)

Interviews

Prior to selection, all prospective residents should be interviewed by the program director and/or their designee(s). The ACGME and NRMP **require that all candidates invited for an interview be given the information available in the following documents**, and sign an acknowledgement that they have reviewed these documents:

- 1) A copy of the current contract
- 2) The Summary of Resident Financial Support
- 3) The Employment Procedures Policy

Applicants may be provided with a hard copy of these documents, or instructed to access them via the GME website (<http://wings.buffalo.edu/smbs/GME> - "Applicants"). Residency programs must maintain a file of the signed acknowledgement. A sample acknowledgement form is attached to this document (Attachment #1).

Selection

UB residency programs must participate in the National Resident Matching Program (NRMP) for first year U.S. Graduates (entering their initial residency program) and abide by their established regulations.

Programs must select from among eligible applicants on the basis of residency program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

Although a medical license is not required for accredited medical residents/fellows in New York State, individual programs may require licensure. Dental residents are mandated by New York State to obtain a license or limited permit.

Acceptance of international graduates is contingent upon application for and receipt of an appropriate visa.

The Employment Procedures policy outlines the procedures for resident employment.

Intra-Institutional Recruitment Activities

Solicitation of applications from individual trainees currently under contract with another UB program is inappropriate.

If a program director is approached about a career change by a resident enrolled in another UB training program, they should encourage the resident to also seek guidance from their program office and the Office of Graduate Medical Education early in the planning stage. Once they are prepared to make a formal application:

- * The resident must complete an application and sign the Intra-Institutional Recruitment Activities Release Form (Attachment #2)
- * The new program director must contact the current program director to obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation. (Common Program Requirements III.C.1.)

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Attachment #1**

The ACGME and NRMP require that all interviewees receive information available in the following GME policies and procedures:

- 1) A sample contract
- 2) Summary of Resident Financial Support
- 3) Employment Procedures Policy

All are available on the GME website at <http://wings.buffalo.edu/smbs/GME>

I have been provided with a hard copy, or been informed where to find the documents indicated above:

Applicant Name: _____
(print name)

Applicant Signature: _____

Date: _____

Program Applied To: _____

This document must be kept on file in the residency program office.

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Intra-institutional Recruitment Activities Release Form

I authorize my current program director to release information from my file, including all evaluations, to the program director of _____.

Resident Name: _____
(please print)

Resident Signature: _____

Name of current program: _____

Please print - Name of current program director

Signature

Date: _____

- 1) ***NEW PROGRAM:*** *This release of information form must be completed and forwarded to the current program director upon a University at Buffalo (UB) resident's formal application to a different program within University at Buffalo (UB). Upon employment of this resident, attach the completed release form to the resident employment paperwork when submitted to the Office of Graduate Medical Education.*

- 2) ***CURRENT PROGRAM:*** *This release of information form must be forwarded to the new program director with the verification of previous educational experiences and summative competency-based performance evaluation. (Common Program Requirements III.C.1.)*