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of Osteopathic Medicine
**NOVA SOUTHEASTERN
UNIVERSITY**

NSU KPCOM GME **POLICY ON RECRUITMENT AND SELECTION OF RESIDENTS AND FELLOWS**

PURPOSE:

This policy addresses Accreditation Council for Graduate Medical Education (ACGME) *Institutional Requirement IV.B.1. Residents/Fellows Appointments*:

The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable), and must monitor each of its ACGME-accredited programs for compliance. (Core)

DEFINITIONS:

See the *NSU Graduate Medical Education Glossary of Terms* dated April 1, 2021; the *ACGME Glossary of Terms* dated April 15, 2020; as well as the *Common Acronyms/Abbreviations Used in Graduate Medical Education* last updated April 4, 2019.

BACKGROUND:

Resident/Fellow physicians must meet certain qualifications for participation and appointment in the accredited residency/fellowship programs at NSU. These qualifications include the graduation from an accreditation of the medical school, medical licensure, speaking skills, and medical licensing examinations.

POLICY:

- A. Eligibility – See Qualifications/Eligibility of Applicants Policy.
- B. Application
Application is the first step in the process of joining an NSU residency/fellowship program. Residency and Fellowship programs at NSU participate in the Electronic Residency Application Service (ERAS).
- C. Resident Selection
 1. Programs will select residents from among eligible candidates based on residency- related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
 2. Program Directors must have their residency-specific criteria approved annually by the DIO and GMEC prior to the beginning of the interview process.
 3. Programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status as required by the ACGME.

4. In keeping with NSU's Core Value of Diversity and the ACGME's effort to promote recruitment and retention of minorities underrepresented in medicine and medical leadership, programs must document and report to the GMEC their efforts to recruit and retain a diverse workforce.

PROCEDURE:

A. Application

1. Only applicants who meet the Eligibility requirements for the specialty program that they are applying for will be considered.
2. Applicants must use ERAS to submit supporting credentials directly to the program director. These include:
 - a. Application form
 - b. Letters of recommendation
 - c. Medical school performance evaluation / Dean's letter
 - d. Medical school transcript
 - e. Personal statement
 - f. USMLE or COMLEX transcript
 - g. ECFMG status report (for graduates of foreign medical schools)

B. Interviews

1. Only applicants who have submitted all of the required credentials and documents will be invited for interviews.
2. During the interview, the applicant may be asked to complete a writing exercise that will provide information on the applicant's writing skills, including ability to organize information, content development and grammatical skills.

C. Resident Selection

In selecting from among qualified candidates seeking an initial Graduate Medical Education position, or a position in an advanced Graduate Medical Education program that participates in one of the "specialty" matching programs, the programs will participate in and abide by the rules and regulations established by the National Resident Matching Program and/or the applicable specialty-matching program.

Applicants must submit all required documentation to the NSU Office of GME prior to the start of residency training. Any delays in information submission may result in a delay of the resident's start date or retraction of the offered position.

Initial Approval by GMEC on July 7, 2017

Second Approval by GMEC on June 26, 2018

Review and Approval by GMEC on April 8, 2021