

**SUBJECT: Recruitment, Eligibility, Selection and Appointment of Residents**

**EFFECTIVE DATE:**

**REVISION DATE:**

**REVIEW DATE:**

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**Recruitment of Residents**

United Hospital Center and the Family Medicine Residency Program recruit high quality graduates who meet all eligibility requirements; regardless of sex, race, age, religion, color, national origin, disability or any other applicable legally protected status.

**Eligibility of Residents**

Applicants to the Family Practice Residency at United Hospital Center must fulfill all qualifications for unrestricted and/or restricted eligibility as outlined in the General Requirements for Residency Training by the ACGME. (See attached Application Requirement Check List). Eligibility will include:

- a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
- b) Graduates of colleges of osteopathic medicine in the United States accredited by the American osteopathic Association (AOA).
- c) Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
  - (1) Have received a currently valid certificate from the Educational commission for Foreign Medical Graduates prior to appointment, or,
  - (2) Have a full and unrestricted license to practice medicine in West Virginia.
- d) Graduates of medical schools outside the United States who have completed a Fifth Pathway provided by an LCME-accredited medical school.

## **Selection of Residents**

United Hospital Center ensures that the UHC Family Medicine Residency Program selects from among eligible applicants on the basis of residency program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. The program does not discriminate with regard to sex, race, age, religion, color, national origin, disability or any other applicable legally protected status.

Whenever possible, UHC prefers selection of residents through the NRMP.

## **Appointment of Residents**

Residents are provided with a written contract outlining the terms and conditions of their appointment to the residency program. The resident contract contains or references at least the following: residents' responsibilities, duration of appointment, financial support, conditions of reappointment, leaves of absence, sexual and other forms of harassment, grievance procedures and due process, professional liability insurance, health and disability insurance, duty hours, moonlighting, counseling services, physician impairment, and accommodation for disabilities.

UHC monitors the program in regards to implementation of terms and conditions of appointment by program directors. UHC, together with the program director, ensures that residents are informed of and adhere to established educational and clinical practices, policies, and procedures.

**Application Requirements Check List  
for Graduates of  
LCME Accredited Schools**

- Completed application form for the Residency
- Official copy of medical school transcript
- Dean's letter
- Letters of recommendation
  - #1; date on letter \_\_\_\_\_
  - #2; date on letter \_\_\_\_\_
  - #3; date on letter \_\_\_\_\_
- Curriculum Vitae

**If applicant has completed medical school or has prior graduate medical education**

- Copy of diploma
- Letter from former Residency Program Director verifying training

Interview; date \_\_\_\_\_

**Application Requirements Check List  
For Graduates of  
AOA Approved Medical Schools**

- Completed application form for Residency or osteopathic internship
- Official copy of medical school transcript
- Dean's letter
- Letters of recommendation
  - #1: date on letter\_\_\_\_\_
  - #2: date on letter\_\_\_\_\_
  - #3: date on letter\_\_\_\_\_
- Curriculum Vitae

**If applicant has completed medical school or has prior graduate medical education;**

- Copy of diploma
- Letter from former Residency Program Director or DME verifying post graduate training.

Interview date\_\_\_\_\_

## **Application Requirements Check List For Graduates of Foreign Medical Schools**

- Completed application form for Residency
  
- Certified transcripts from the medical school (if documents are not in English, notarized translations should accompany the certified copies)
  
- Valid medical school diploma
  
- Valid and current ECFMG standard certificate
  
- Written verification from the appropriate institutional authorities of any clinical training obtained in U.S. hospitals; including the name of the medical school granting the educational credits, the disciplines in which training was obtained, and an evaluation of the student's performance
  
- Curriculum Vitae
  
- Written verification of prior post graduate training, if applicable.
  
- If applicant is not a U.S. citizen, then copies of a J-1 Visa, an immigrant Visa, or a federal work permit and a valid passport
  
- Letters of recommendation
  - #1; date of letter \_\_\_\_\_
  - #2; date of letter \_\_\_\_\_
  - #3; date of letter \_\_\_\_\_

Interview; date \_\_\_\_\_