



BAPTIST MEMORIAL MEDICAL EDUCATION

GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

Effective Date: July 2013	Resident/Fellow Recruitment, Selection, Eligibility & Appointment
Last Review/Revision: December 2020, March 2021 May 2021, October 2021, May 2024	
Reference BMME.Recruit.0012	

PURPOSE: To outline the minimum institutional requirements for recruitment, eligibility, selection and appointment to a Baptist Memorial Medical Education ACGME-accredited residency or fellowship program.

Scope: This policy applies to all ACGME-accredited residency and fellowship programs within the Baptist Memorial Health Care System.

Policy:

1. Baptist Memorial Medical Education (BMME) graduate medical education programs will only recruit the number of residents or fellows that are approved for their program by the Accreditation Council of Graduate Medical Education (ACGME) and the BMME Designated Institutional Official (DIO).
2. Only applicants who are eligible for entry into ACGME approved graduate medical education (GME) program shall be selected for appointment as residents or fellows in Baptist Memorial Medical Education (BMME) ACGME-approved training programs. Any additional eligibility requirements required by an individual Specialty Specific Review Committee shall be followed by the applicable GME program and communicated in the program specific eligibility, selection, and appointment policy.
3. Applicants must meet one of the following qualifications to be eligible for appointment to a BMME ACGME-accredited program:
 - a. Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or.
 - b. Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or,
 - c. International Medical Graduates (IMG) who have J-1 visa status and who have graduated from a medical school outside of the United States or Canada, and meet all of the qualifications that apply to the applicant.
 - d. International Medical Graduates (IMG) who have J-1 visa status and who have graduated from a medical school outside of the United States or Canada, and meet the below qualification that apply to the applicant.
 - Holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty or subspecialty program,

- Pass Step 1 and Step 2 Clinical Knowledge (CK) of the United States Medical Licensing Examination (USMLE).
- Be certified by ECFMG. Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment (Note that graduates of LCME-accredited medical schools in the United States and Canada are not required to be ECFMG certified.)
- Hold a contract or an official offer letter for a position in an approved clinical training program. (Note that it is the program that initiates the J-1 visa sponsorship application process with ECFMG.)
- Provide an original Statement of Need from the Ministry of Health of the country of most recent legal permanent residence. More about Statements of Need can be found on this page: <https://www.ecfm.org/evsp/applying-general.html#need>

For further clarification regarding ECFMG requirements a checklist is available at [initial-accredited.pdf \(ecfm.org\)](#)

Visa Status: Visa status for International Medical Graduates must fall within the following category:

- J-1 visa status: Only graduates from schools that are recognized by the Medical Board of California will be considered for residency positions within the Baptist Memorial Health Care System. This list is available at https://www.mbc.ca.gov/Applicants/Schools_Recognized/

PROCEDURE:

1. BMME ensures that its ACGME-accredited programs select among eligible applicants on the basis of residency program related criteria such as their preparedness, ability; aptitude; academic credentials; communication and interpersonal skills; and personal qualities such as motivation and integrity. Applicants shall be selected without regard to race, color, sex, age, religion, national origin, disability, sexual orientation, veteran or marital status or any other applicable legally protected status. Programs are encouraged to apply recruitment strategies to ensure a diverse and inclusive work force.
2. All routine applications will be processed through the Electronic Residency Application Service (ERAS) when available or the CAS. Positions that become available “off-cycle” may be filled outside of the MATCH only if the timing of the availability of these positions and a delay caused by the length of time to the next MATCH will cause a hardship on the Program. Opportunities for interviews will be extended to applicants based on their qualifications including USMLE scores, medical school performance, letters of recommendation, history of previous residencies / fellowships served, program preferences, and as determined by citizenship/ residency status as identified above.
3. At the time of entry into the residency training program the candidate must be a citizen of the United States, a permanent resident, or hold a valid work visa which is acceptable for graduate medical education. The policies of the United States Citizenship and Immigration Services, the ECFMG, and BMME shall be used to determine what constitutes appropriate employment visa status.
4. At the time of entry into the residency training program the resident must possess a valid temporary physician license, or valid, unrestricted permanent medical license, issued by the

appropriate medical board of the state of the resident's sponsoring residency program. A resident who does not possess a valid temporary or permanent physician license cannot perform patient care activities. Additional licenses may be required per individual training programs.

5. In selecting from among qualified applicants, programs must perform their selection through the National Resident Matching Program (NRMP), if applicable. The rules that govern NRMP participation for both matched and unmatched positions shall be followed. BMME agrees to the NRMP "All-In" policy, participating in the NRMP MATCH when available and will only consider applicants to MATCH-eligible programs through ERAS
6. Programs requesting appointment of applicants who are not obtained through a formal match program (i.e. off-cycle residents, replacement residents) or obtained for a position not covered by this policy must submit required ERAS application information to the GME Office prior to offering a position.
 - Program directors must make no offers of employment or training without prior approval by the DIO.
 - All non-match appointment offers must be countersigned by the DIO.
 - Written justification for selecting the applicant outside the match should be submitted to the DIO.
 - Outside of Match Approval Request Form
 - Applicant must complete employment application and submit all required information to program.

Selected applicants for interview are informed, in writing or by electronic means, the terms, conditions, and benefits of appointment to an ACGME-accredited training program. Applicants are provided with information that includes, stipends, benefits, vacation, leaves of absence, professional liability coverage, disability insurance accessible to residents/fellows, and health insurance accessible to the resident/fellow and their eligible dependents. All residents and fellows must obtain a residence less than 60 miles from the BMME campus before the start of their program.

Priority is given to Applicants who are or will be within their initial residency period as defined by the Centers for Medicare & Medicaid Services (CMS). Such applicants will be considered for positions in any ACGME-approved residency program in the Baptist Memorial Health Care system. Applicants not in this status will be reviewed on a case by case basis and require approval by the DIO.

Exclusions

1. All residents and fellows must qualify for employment with Baptist Memorial Health Care. Some requirements for employment include a negative drug screen, clear criminal background check and the ability to participate in federal healthcare programs.
2. Baptist will review the Office of Inspector General (OIG) and System for Award Management System (SAMS) databases to ensure that all applicants who are included in each program's MATCH list are not listed. The OIG list contains the names of parties convicted of program-related fraud and patient abuse, licensing board actions and default on Health Education Assistance Loans. The SAMS list provides an up-to-date source of information on those firms

and individuals that have been suspended, debarred or otherwise excluded from Federal Procurement and Nonprocurement Programs. Baptist will not employ anyone who has been suspended, debarred, or excluded from participation in government-sponsored programs.

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Outside Match Request Form

Date: _____

Program Requesting Selection: _____

Reason for request:

Student Name: _____

Current Status: _____

Steps for Outside the Match Applicant Selection

1. Submit Request to DIO
2. GMEC Approval
3. Date of Approval: _____

The program director agrees to the above request and will make sure the above steps are executed.

Program Director: _____

DIO: _____

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