

## Eligibility and Selection of Residents and Fellows

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### SCOPE

This policy applies to all graduate medical education (GME) programs under the auspices of Maine-Dartmouth Family Medicine Residency (MDFMR).

### PURPOSE

This policy is established to ensure that programs follow standard written processes for recruiting and appointing trainees, and that such processes comply with the standards set forth by the Accreditation Council on Graduate Medical Education (ACGME) (or the program's accrediting body, if not the ACGME). Adherence to this policy serves to guarantee that terms and conditions of appointment to a GME program at MDFMR are transparent to candidates and selected trainees.

### POLICY

Each program is responsible for ensuring that applicants be able to meet minimum eligibility criteria prior to program appointment, namely, graduation from

- A US medical school accredited by the Liaison Committee on Medical Education (LCME); OR
- A US college of osteopathic medicine accredited by the Commission on Osteopathic College Accreditation (COCA); OR
- A medical school outside the US, IF the applicant
  - Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG); OR
  - Holds a full and unrestricted license to practice medicine in Maine in the applicant's current ACGME specialty/subspecialty program.

Applicants must be authorized to work lawfully in the United States or be eligible for a J-1 visa.

Programs will comply with all requirements set forth by their accrediting body (i.e., specialty-specific ACGME Program Requirements related to eligibility and selection of trainees).

Programs will inform all applicants invited to interview of the terms, conditions, and benefits of appointment to the program in effect at the time of interview. This will be done in writing or by electronic means, and will include information about salary, time away, and all insurances.

Candidates selected for a resident or fellow appointment will be provided with a written agreement of the appointment which references or directly informs the trainee, at minimum, about:

- Trainee responsibilities;
- Duration of appointment;
- Salary;
- Conditions for reappointment and promotion;
- Grievance and due process procedures;
- Professional liability insurance;
- Health/Dental/Vision insurance;
- Disability insurance;
- Time away allowances;
- The effect of leave on program completion;
- Eligibility for specialty board examination;
- Policies and procedures related to duty hours and moonlighting.
- Policy on MDFMR Pre-Employment Screening.

MDFMR, through its Graduate Medical Education Committee (GMEC) and the annual program evaluation process, will monitor program adherence to this policy.

MDFMR shall have discretion in the interpretation, application and implementation of this policy. MDFMR reserves the right to modify or amend this policy.

<b>ELIGIBILITY AND SELECTION OF RESIDENTS AND FELLOWS (Sponsoring Institution)</b>		
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