 <p>Mercy MEDICAL CENTER DES MOINES <i>A member of Mercy Health Network</i></p>	GME Department Policy	Page 1 of 3	
	<b>SELECTION OF RESIDENTS</b>	Effective Date:	January, 2014
		Reviewed:	July, 2015

**POLICY:**

Mercy Medical Center Residency and Fellowship Programs select residents/fellows based on the following criteria and in conformance with the corporate Equal Employment Opportunity policy found in the Employee Handbook:

Eligibility

Applicants must meet one of the following qualifications to be eligible for appointment to an accredited program:

1. graduation from a medical school in the United States or Canada; accredited by the Liaison Committee on Medical Education (LCME); or
2. graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or
3. graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
  - o holds a currently-valid certification from the Educational Commission for Foreign Medical Graduates prior to appointment; or
  - o holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty/subspecialty program; or
  - o has graduated from a medical school outside the United States and has completed a Fifth pathway program provided by an LCME-accredited medical school.

NOTE: While there continues to be a separate AOA match, applicants for those programs are required to meet eligibility requirement #2.

Additional pre-requisite training requirements may apply to fellowship programs.

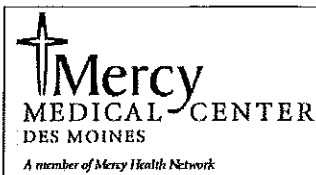
Selection Process

Programs will select from among eligible applicants based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. They may consider:

- Scores on USMLE/COMLEX
- Quality of medical school attended
- Grades in basic science courses in medical school
- Grades in clerkships in medical school
- Dean's letter
- Other letters of recommendation
- Interview
- Any relevant experience

Acceptance of J-1 Visas is at the discretion of individual programs based on recruitment plans.

With the exception of the Plastic Surgery Fellowship Program, Mercy Medical Center Residency Programs participate in the ERAS (Electronic Residency Application Service) match processes and are committed to



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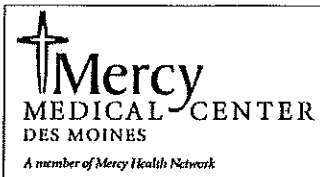
adhering to all participation requirements. The Internal Medicine program currently has the option of pre-match due to its participation in the HRSA teaching health center grant program.

**PROCEDURES:**

1. When applicable, interested candidates submit applications through the ERAS system (Electronic Residency Application Service). Other programs will utilize a written application form.
2. It is at the discretion of each program to offer audition rotations.
3. Each Residency/Fellowship Program establishes a Recruitment Committee to determine whether or not to offer the candidate an interview, hold the application, or reject the application. Recruitment Committees are composed of program directors, assigned faculty, resident representatives, and other program staff.
4. Each Residency Program determines an interview schedule based on the timeline for the respective match programs:

	<u>Interview Dates</u>	<u>Rank List Due</u>	<u>Match Results</u>
ACGME (NRMP Match)	October-January	Mid-February	March
AOA (IRRP Match)	August-December	Last Friday of January	2 <sup>nd</sup> Monday of February

5. Each Residency Program determines an interview format to meet their needs, including social time with the residents, tours of facilities, and meetings with various interview teams. Candidates are provided with packets of information about the program—including sample schedules and employment contract.
6. Residency Programs may utilize “mid-season” ranking and/or “second look” events when they are felt to benefit the selection process.
7. Each Residency Program creates a draft rank list based on the interview and/or other scoring methodology. Additional discussion is held on each candidate’s qualifications and fit to the respective program.
8. Each Residency Program determines its final rank list and submits via the ERAS system. Residency Programs are permitted to enter into a letter of agreement with candidates who are seeking a PGY-2 or higher position.
9. When Residency Programs have unfilled positions after the match process they are permitted to “scramble” and consider other candidates, interview, and negotiate individually for open positions. S.O.A.P. is the current process utilized through ERAS.



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January, 2014

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Signature

Title

*Chief Physician Office*

Reviewed: 05/12/2015