



NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH AND/OR ITS AFFILIATED ENTITIES RETAIN THE SAME RIGHT.

Eligibility and Selection Appointment

Approved Date: 05/24/2021	Effective Date: 07/01/2021	Review Date: 07/01/2023
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Scope:

Prisma Health-Midlands		Prisma Health–Upstate	
X	Prisma Health Baptist Hospital	X	Prisma Health Greenville Memorial Hospital
X	Prisma Health Baptist Parkridge Hospital	X	Prisma Health Greer Memorial Hospital
X	Prisma Health Richland Hospital	X	Prisma Health Hillcrest Hospital
X	Prisma Health Tuomey Hospital	X	Prisma Health Laurens County Hospital
X	Prisma Health Children’s Hospital-Midlands	X	Prisma Health Oconee Memorial Hospital
X	Prisma Health Heart Hospital	X	Prisma Health North Greenville Hospital
X	PH USC Medical Group	X	Prisma Health Patewood Hospital
X	Provider based facilities associated with Prisma Health-Midlands hospitals	X	Prisma Health Surgery Center - Spartanburg
		X	Prisma Health Marshall I. Pickens Hospital
		X	Prisma Health Children's Hospital-Upstate
		X	Prisma Health Roger C. Peace Hospital
		X	Prisma Health Baptist Easley Hospital
		X	University Medical Group UMG/PIH
		X	Provider based facilities associated with Prisma Health-Upstate hospitals

Policy Statement

Candidates selected in residency training programs must be able to meet eligibility requirements by the time of appointment. Residents are selected from eligible applicants on a fair and equitable basis regardless of gender, age, race, religion, color, national origin, disability or veteran status, or any other legal applicable protected status. Selection is based upon preparedness, ability, aptitude, academic credentials, communication skills and Prisma Health behavioral expectations.

Each residency/fellowship will maintain a written policy and procedure for eligibility and selection of residency applicants.

Definition(s)

N/A

Responsible Positions

Program Directors
Program Administrators
Program Faculty
Residents/Fellows
GME Office

Equipment Needed

N/A

Associated Policy(ies)

Transfer of Residents
Record Retention

Eligibility Procedural Steps

- 1) Applicants will be considered exclusively through the ERAS system and match to programs using the NRMP. Exceptions to this standard are only for programs where ERAS and the NRMP are not an option or as approved by the DIO.
- 2) Applicants must be a U.S. citizen, permanent resident or eligible for an appropriate visa.
 - a. Residents/Fellows who are not citizens or permanent residents of the United States must have immigration authorization under the J-1 Exchange Visitor Program. Only in very rare and unusual situations will a request for exception be considered. Such an exception requires approval in advance by the DIO.
 - b. The above criteria and stipulations do not apply to non-ACGME residencies/fellowships. Those fellowship should refer to relevant Medical Group and/or University employment policies.
- 3) Residency applicants must be and meet one of the following qualifications to be eligible for appointment to an accredited residency or fellowship program:
 - a. Graduates of Medical Schools in the United States or 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 or Canada who have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates.
 - d. Graduates of Medical Schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited Medical School.
 - e. Holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in current ACGME specialty/subspecialty program.
 - f. Fellowship applicants must have successfully completed an ACGME/AOA accredited residency.
- 4) Applicants must be eligible for licensure in South Carolina.

Selection Procedural Steps:

1. Candidates must meet the above eligibility criteria to be considered for selection.
2. The program, in partnership with its Sponsoring Institution, must engage in practices that focus on mission-driven, ongoing, systematic recruitment of a diverse and inclusive group of residents and fellows.
3. All programs are required to participate in the Electronic Residency Application System (ERAS) and the National Resident Matching Program (NRMP) with the exception of programs where this option is not applicable. These programs will follow NRMPs terms and conditions.
4. Unless not available/applicable, all applicants are required to complete an application and submit using ERAS. In the case of non-ERAS/NRMP programs, the applicant should provide information

directly to the program to which they are applying.

5. Each program maintains a file on each applicant in compliance with the Record Retention policy.
6. The program's Selection Process and/or Committee (including appointed faculty and/or residents) screen applications according to established program criteria (which are reported annually to GMEC) and selects applicants for interview.
7. Programs will inform applicants that they must submit proof of passing scores on Steps 1 and 2 (CK and CS) of the USMLE/COMLEX as set forth by the Federation of Medical boards prior to starting residency.
8. A personal interview is granted to those applicants selected through the screening process.
9. During the interview process applicants are informed of the agreement of resident appointment. Specific items that will be provided include:
 - i. Salary/stipend
 - ii. Benefits including health insurance available for residents/fellows and eligible dependents
 - iii. Resident/fellow responsibilities
 - iv. Duration of appointment
 - v. Reappointment and promotion conditions
 - vi. Grievance and due process
 - vii. Vacation time
 - viii. Leaves of absence (including impact on program completion and relevant board examination eligibility)
 - ix. Policies and procedures for clinical and educational work hours and moonlighting
 - x. Professional, parental and sick leave
 - xi. Professional liability coverage
 - xii. Disability Employment requirements

At the time of the interview, applicant will attest to the receipt of this information.

10. At the end of the interviewing period, the program's Resident Selection Process/Committee objectively evaluates each candidate on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities, such as compassion, dignity, excellence, integrity, teamwork, and motivation. The committee then prepares a list of applicants in rank order, which is forwarded to the Graduate Medical Education office.
11. The Graduate Medical Education office verifies pertinent medical education credentials on matched applicants.
12. The program director may not appoint/select more residents than approved by their respective Review Committee or the GME office.
13. Should a resident/fellow position become vacant, the Program Director, in consultation with the GME office, will determine if a replacement should be sought. If the DIO approves filling the vacancy, the Department conducts its selection process. Prior to a position being offered to a candidate, applicant information on potential replacement candidates(s) must be reviewed by the GME office and approved by the DIO or his/her designee.

References

ACGME Institutional Requirements
ACGME Common Program Requirements

Appendices