1. **PURPOSE**

The Sponsoring Institution must have written policies and procedures for resident recruitment and appointment and must monitor each program for compliance. The Sponsoring Institution must ensure that its ACGME accredited programs select 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. ACGME-accredited programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

1. **POLICY**

**RESIDENT ELIGIBILITY**:

Applicants with one of the following qualifications are eligible for consideration for appointment to accredited residency programs:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
2. Graduates of colleges of Osteopathic Medicine in the United States accredited by the American Osteopathic Association (AOA).
3. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications.
4. Have received a current valid certificate from the Educational Commission for Foreign Medical Graduates and an applicant status letter (PTAL) from the Medical Board of California confirming completion of pre-residency requirements.
5. Have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction.
6. Graduates of medical schools outside the United States who have completed a Fifth Pathway program1 provided by an LCME-accredited medical school.

1 A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME accredited medical school to students who meet the following conditions: (1) have completed in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United Stated medical school, (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) Steps 1 and 2 of the United States Medial Licensing Examination (USMLE).

**RESIDENT SELECTION**:

Stanford Health Care participates in the National Resident Matching Program (NRMP) for all PGY I positions. The purpose of the NRMP is to match all medical students and other applicants with hospitals to obtain internships and residencies. Applicants submit a confidential list to the NRMP ranking their desired place of residency. Participating hospitals also enter a confidential list of most desired applicants. On a uniform date (mid-March) all of the applicants and hospitals are informed of the result of the match.

The selection process should include, at a minimum, a review of eligible applicants by a program selection committee, individual interviews, and written interview evaluations. Criteria used for selection may include, but are not limited to, the following:

* Review and confirmation of eligibility requirements
* Performance on standardized medical knowledge tests
* Overall academic performance in medical school
* Recent clinical training or experience
* Honesty, integrity, reliability
* Lack of history of drug or alcohol abuse
* Satisfactory criminal background check
* Prior research and publication experience
* Letters of recommendation from faculty
* Medical school transcript
* A commitment to complete the entire training program
* The ability to reside in the U.S. for the length of the training

It is the policy of Stanford Health Care and its affiliated hospitals to conduct house staff selection and recruitment processes that are free from discrimination with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

1. **PROCEDURES**

The NRMP sends rank order list information to the individual programs starting in July of each year. Rank order lists are entered by individual programs into the NRMP system. Lists are subject to the approval of the Director of the Department of Graduate Medical Education.

The results of the match are delivered to Program Directors on the date specified by the NRMP via email. Programs are not allowed contact with successful applicants until the national announcement of the match has taken place. Programs are expected to submit a recommendation of appointment form via the Stanford web-based program for all matched PGY I applicants to the Department of Graduate Medical Education within 48 hours of the match. The Department of Graduate Medical Education will send employment contracts to all matched house staff within fifteen (15) working days of receiving the recommendation of appointment.

Graduates of medical school programs accredited by the LCME may participate in the match. Foreign medical school graduates who have a valid ECFMG certificate and a California applicant status letter (PTAL) may enroll as independent applicants. Rank order lists are to remain confidential. Any agreement or contact offered by an enrolled hospital or program prior to the Match Date will be superseded by the results of the NRMP match.

Recommendations of appointment for continuing residents are due in the Department of Graduate Medical Education no later than January 1st each year for the following July 1st. It is strongly suggested that departments verify home addresses with their house staff prior to completion of the forms via Med Hub, our online web-based Resident Management program. All recommendations of appointments are subject to review and final approval by the Director of the Department of Graduate Medical Education. House staff contracts are issued with a copy of House Staff Policies and Procedures attached. House Staff Policies and Procedures are part of the resident contract. All house staff are required to read the Policies and Procedures and then return the contract to the Department of Graduate Medical Education.

Contracts are issued for each academic year and are limited to 1 year in duration at a time.All residents must complete all required on-line training modules and provide proof of completion of training.

1. **DOCUMENT INFORMATION**

This policy is reviewed by the Graduate Medical Education Committee every five years.

Approved By: Graduate Medical Education Committee

 REV. 1/8/2008

REV. 5/10/2012

REV. 8/12/2021