



Eligibility and Selection of Residents

gme-adm-0007

About This Policy

Effective Dates:

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Responsible University Administrator:

Senior Associate Dean for GME

Policy Contact:

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Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident and fellow physicians.

Policy Statement

Equal Opportunity and Affirmative Action

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination on the basis of age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran status.

As required by Title IX of the Education Amendments of 1972, Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission. Questions specific to Title IX may be referred to the Office for Civil Rights or the University Title IX Coordinator.

Indiana University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and veterans. **(Reference 1)**

Eligibility

U.S. Medical Graduates

Medical school graduates from a U.S. institution must have the following credentials in order to interview for a residency at IU School of Medicine:

- Satisfactory completion of USMLE* Steps 1-2 (or comparable test). Specific requirements set by program.
- MSPE
- Three letters of recommendation
- Transcript

- Personal statement
- Graduation from medical school (within the last three years preferred) accredited by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA).

International Medical Graduates

Medical school graduates from an institution outside of the U.S. or Canada must have the following credentials to interview for a residency at IU School of Medicine:

- Graduation from medical school within the last three years with one of the following criteria:
 - Valid certification from the Education Commission for Foreign Medical Graduates (ECFMG) Certificate (prior to before residency start date,)
 - Full and unrestricted licensure to practice medicine in a U.S. licensing jurisdiction in which they are training, or
 - Completion of a Fifth Pathway program provided by an LCME-accredited medical school.
- S. clinical experience preferred (Observerships do not meet this requirement.)
- Satisfactory completion of USMLE* Steps 1-2 (or comparable test). Specific requirements set by program.
- Transcript (with translation included)
- Personal statement
- Three letters of recommendation from attending physicians, one by specialty specific program
- Visa (if applicable): J-1 is the preferred training visa. Check with program for questions about visa sponsorship. All employment offers must be contingent on the international medical graduate securing the appropriate permissions to work in the US. Proof of work eligibility shall be provided to the Office of Graduate Medical Education before training appointment starts.
 - Under special circumstances the following Visas may be considered by the Program Director and GME. As with the J-1 visa, Program Directors must consult with the Office of Graduate Medical Education prior to approaching an applicant in any of the above visa statuses. Any additional charges will be the training program's responsibility.
 - J-2 accompanied with Employment Authorization Form I-688B
 - F-1 for one year of residency
 - H1-B or O-1
 - Other visas may be considered.

*Refer to the USMLE or COMLEX Requirements policy for further information.

Eligibility Exception

Programs wishing to recruit a fellow who did not complete any prior ACGME-accredited residency training should refer to the Fellow Eligibility Exception policy (**Reference 2**).

Transfers

If prior GME training is required before entry into a program or if an individual is transferring from another institution, the program is advised to refer to IUSM GME's Resident Transfers policy for further information (**Reference 3**).

Selection

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

- Programs must not discriminate with respect to age, color, disability, ethnicity, sex, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sexual orientation, or veteran

- status. The program, in partnership with its Sponsoring Institution, must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of residents.
- b. In selecting from among qualified applicants, programs must participate in an available organized matching program, such as the National Resident Matching Program (NRMP), abiding by relevant rules of the matching program.
 - c. Programs may mandate that applicants use the Electronic Residency Application Service (ERAS) to be considered for an interview.
 - d. Programs that do not use ERAS to receive applications are advised to ask applicants about their US work status and if they will require ECFMG sponsorship. Further information related to visa and employment eligibility questions is available on the GME Resource Library (Reference 4).
 - e. Programs must establish written criteria to determine qualified applicants for the interviewing process. An interview evaluation form should be used to standardize the interviewing process. A selection committee should be set up to review and rank all applicants.
 - f. Neither the Sponsoring Institution nor any of its ACGME-accredited programs will require a resident/fellow to sign a non-competition guarantee or restrictive covenant before appointment.

Upon selection, all applicants must satisfy requirements for appointment to an IUSM residency including the completion of a background check, licensure, immunizations, and other employment eligibility requirements. For detailed information, refer to the Resident Appointment policy.

Reason For Policy

The purpose of this policy is to define procedure and guidelines regarding resident and fellow eligibility and selection, including USMLE and COMLEX examination requirements.

Procedure

Programs will follow IUSM GME guidelines regarding interviewing eligible candidates, including providing copies of essential GME policies as well as a sample letter of appointment.

After the selection process is complete, program coordinators should submit an Appointment Request according to GME Office instructions to begin the onboarding process. Refer to the Resident Appointment policy (Reference 6) which outlines detailed guidelines and procedures regarding resident and fellow appointment to an IUSM GME program.

Definitions

ACGME is the Accreditation Council for Graduate Medical Education.

LCME is the Liaison Committee on Medical Education.

A resident is an IUSM resident or fellow providing clinical care as part of a GME program.

A *residency* is an IUSM GME training program.

Implementation

The Designated Institutional Official (DIO) for Graduate Medical Education is responsible for the implementation of this policy.

Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

History

1. Policy gme-adm-0007 approved by GMEC and published on 16 January 2013.
2. Policy approved by the GMEC on 06 December 2016.
3. Policy updated for formatting 06 March 2018.
4. Policy updated for formatting 27 June 2018.
5. Policy updated 14 May 2019.
6. Policy approved by GMEC 01 June 2019.
7. Policy revised 8 February 2022.
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9. Policy updated 31 July 2024.
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