Eligibility, Recruitment, and Appointment Policy

Scope
The policy applies to all residency and fellowship programs at CCHS.

Purpose
The Sponsoring Institution must have written policies and procedures for resident/fellow eligibility, recruitment and appointment, and must monitor each of its ACGME-accredited programs for compliance.

Policy and Guidelines
The University of Alabama and the College of Community Health Sciences annually reaffirms its commitment to equal opportunity, acknowledging publicly its obligation to operate in a constitutional and non-discriminatory fashion.

Our ACGME programs participate in the NRMP Match and use ERAS for accepting applications. Our non ACGME programs will accept applications via email. If a matching program is not available for the specialty, the program must develop specific recruitment guidelines which must be approved by GMEC.

Selection criteria for applicants are annually discussed and monitored by each recruiting committee.

For recruitment and other purposes, all training programs will maintain a CCHS approved website that is developed, updated, and sanctioned by CCHS. The CCHS approved site will serve as the primary electronic “digital face” of the program. External sites may be linked to the CCHS program page, but all such links must be routinely (at least annually) monitored to ensure the link is “up” and directed to the appropriate CCHS page.

Eligibility - It is the responsibility of the program director to ensure all applicants under consideration for residency training in the program meet the eligibility requirements of CCHS and the Accreditation Council for Graduate Medical Education (ACGME) detailed below. The enrollment of non-eligible residents/fellows may be cause for withdrawal of accreditation of the program by the ACGME. Only applicants who meet the following qualifications are eligible for appointment to accredited residency programs sponsored by CCHS:

1. Medical Education: Only applicants who meet one of the following criteria may be accepted for training in a graduate medical education programs sponsored by CCHS:
a) Graduation from a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME); or

b) Graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or

c) Graduation from a medical school outside the United States or Canada and meeting one of the following additional qualifications:

a. holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,

b. holds a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in the specialty/subspecialty for which they are training; or,

c. has graduated from a medical school outside the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school.

2. **Entry of Foreign-Born Medical Graduates to the United States:**
The entry of foreign-born graduates of non-U.S. medical schools to the United States is governed by the U.S. Citizenship and Immigration Services (USCIS). It is a violation of federal law to provide employment to a non-U.S. citizen who does not hold an appropriate visa or other appropriate work authorization documents from the USCIS.

a) Program Directors considering foreign-born applicants should carefully review the applicant’s visa status to ensure the applicant holds a visa valid for graduate medical education [exchange visitor (J-1), temporary worker (H-1B), or immigrant visa]. International medical graduates must also hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG).

b) Program Directors, in concert with the DIO and Institutional Coordinator, may choose which visa types to accept and must communicate it to applicants.

3. **Prerequisite Residency Training:** All applicants must satisfy any requirements for prerequisite residency training, as established by the relevant Residency Review Committee and/or certifying board for the specialty.

a) If a program director wishes to recruit an applicant who does not meet the criteria established for prerequisite training, written approval to appoint the applicant as a resident/fellow must be obtained from the Residency Review Committee and/or certifying board PLUS the DIO.

4. **Resident/Fellow Transfer:** If a resident/fellow transfers from a training program at another institution, the following is needed: a) written permission from the Program Director that the resident/fellow has authorization to
contact our institution, b) review of competency-based evaluations from the transferring institution, c) verification of the previous educational experiences and a statement regarding the resident/fellow’s performance evaluation must be received prior to acceptance into a program

5. **Drug/Alcohol Screen:** CCHS requires successful completion of a pre-appointment drug screening test prior to the execution of an Agreement. CCHS also reserves the right to require any resident/fellow to undergo a drug screening test during the duration of the training period for “reasonable suspicion.” Failure to successfully complete the pre-appointment drug screen test or failure to submit to a reasonable suspicion drug screen test may be grounds for immediate dismissal from the program.

6. **United States Medical Licensing Examinations (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX):** All residents/fellows must comply with the requirements for passing USMLE Steps 2 and 3 or COMLEX Levels 2 and 3.

7. **Alabama Medical License:** All residents/fellows must obtain an unrestricted Alabama license to practice medicine as soon as they meet the minimum postgraduate training requirements stipulated by the Alabama Board of Medical Examiners.

**B. RECRUITMENT AND APPOINTMENT OF RESIDENTS/FELLOWS**

1. Programs should select from among eligible applicants on the basis of training program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.

2. The program director, in conjunction with the program's recruiting committee, and/or teaching faculty, reviews all applications, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications, as determined by guidelines established by the training program.

3. Each applicant who is invited for an interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacation; parental, sick, and other leaves of absence; professional liability; hospitalization, health, disability and other insurance provided for the residents/fellows and their families; our drug and alcohol screening policy; and the conditions under which call rooms, meals, laundry services, or their equivalents are to be provided.
4. In selecting from among qualified applicants, all programs will participate in an organized matching program when such is available for the specialty.
   a) Programs who recruit U.S. medical school seniors must participate in the National Resident Matching Program.
   b) The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of rank order lists or other offer of a residency position.

5. Immediately following receipt of the results of the Match, the program director is responsible for notifying the College of all the candidates accepted.