



YUMA REGIONAL MEDICAL CENTER
Family & Community Medicine Residency Program

Subject: Family Medicine Resident Eligibility and Selection Policy		Page 1 of 4
Source: Graduate Medical Education	Original Date: 12/15/16	
Category: GME Family Medicine Program	Reviewed Date: 07/06/2017	
Approval: Program Director and DIO	Revised Date: 07/18/2018	
		Due to be reviewed: 07/01/2020

Scope

Residents and fellows (collectively referred to as trainees) within the Yuma Regional Medical Center (YRMC).

Purpose

Establish policies and procedures for resident and fellow recruitment and appointment.

Policy Statements

Programs are required to provide in writing or by electronic means the terms and conditions of appointment and benefits to all candidates invited to interview for residency or fellowship positions. Provision of this information will allow those considering an interview at YRMC to make an informed decision.

Original appointment and activities affecting an individual's enrollment and duration of appointment must be approved by the Graduate Medical Education Committee (GMEC). When submitting appointments for approval, the program director must indicate candidates meet eligibility requirements and selection criteria contained in this policy.

Based on the recommendation of the program director, appointments are approved by the GMEC. Trainees are enrolled in YRMC residencies after they have accepted an official offer of appointment from the Director of Medical Education and met applicable eligibility and selection criteria, including licensure or visa requirements. Once an appointment is accepted, continuation in a program is based on the ability to continuously meet the qualifications, standards and requirements of YRMC and the residency or fellowship program of appointment. Appointments are conferred for the length of the program; however, completion of the appointment is dependent on satisfactory progress in education, performance of all duties, and compliance with YRMC policies. YRMC will monitor the program for compliance with these policies and procedures.



YUMA REGIONAL MEDICAL CENTER

Family & Community Medicine Residency Program

Eligibility

Program directors must comply with the criteria for trainee eligibility as specified in the Institutional Requirements of the ACGME. Applicants must have graduated from medical school meeting the criteria below, within 3 years of the application date. Any exceptions to this rule must be fully documented with justification for eligibility (such as transfer from another residency program, or current clinical practice within the specialty).

All appointments require that an individual have one of the following qualifications:

- Graduates of medical schools accredited by the Liaison Committee on Medical Education (LCME).
- Graduates of colleges of osteopathic medicine accredited by the American Osteopathic Association (AOA).
- Graduates of medical schools outside the United States and Canada listed in the International Medical Education Directory (IMED) who have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment.
- All applicants must have passed USMLE Step 1, Step 2 CS, 2 CK or COMLEX-level 2 or LMCC part 2. The program has the discretion to delay the appointment start date until the exam has been passed or to withdraw the appointment. It is the resident's responsibility to provide a copy of examination scores to YRMC as soon as the scores are reported.

The Arizona Medical Board requires that all steps of USMLE or equivalent examinations must be taken and passed within seven (7) years of the date of the first attempt on Step I to qualify for a full, unrestricted license following residency. Applicants not eligible to take and pass Step III within the seven year window during the PGY-1 year are ineligible for residency training at YRMC. With this in mind, YRMC will consider applicants who are no more than three years out from their training program.

At the time the applicant file is sent to YRMC for appointment, international medical graduates must provide the following:

- In process certificate from the Educational Commission for Foreign Medical Graduates (ECFMG). Residency must have certificate prior to starting residency.
- Proof of qualifying visa for individuals training on a non-immigrant status visa.



YUMA REGIONAL MEDICAL CENTER

Family & Community Medicine Residency Program

- Proof of passing Steps 1 and 2 CS & 2 CK, or their equivalent, of either the United States Medical Licensing Exam (USMLE), Comprehensive Osteopathic Medical Licensing Examination of the United States (COMLEX), or Licentiate Medical Council of Canada Exam (LMCC).

Selection

YRMC selects trainees from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. YRMC does not discriminate with regard to race, color, creed, religion, gender, age, national origin, marital status, sexual orientation, disability, or status with regard to public assistance.

Candidates for YRMC trainee positions are required to complete and submit an application for graduate medical education consistent with the ERAS and The Match application policies. Supporting documents typically include:

- Official final transcripts from each graduate school and medical school attended
- Official medical school Dean's Letter
- Two letters of recommendation (from physicians or faculty members thoroughly familiar with the individual's academic accomplishments and personal qualifications)
- Curriculum vitae containing relevant information about the applicant's educational and professional experience
- Personal statement
- Medical school diploma
- Direct verification of exam scores by sending official transcripts from appropriate test administrators (NBME, FLEX, USMLE, LMCC, VQE, COMLEX or FMGEMS)
- A valid ECFMG certificate for individuals graduating from medical schools outside of the United States or Canada

Qualified individuals are invited for personal interviews based on review of the individual's completed application by the departmental selection committee. Following interviews, the departmental selection committee ranks and selects candidates according to weighted departmental criteria. The Program Director is authorized to determine the final roster for the annual Match.

Pursuant with YRMC policy, all trainees are required to obtain the appropriate training medical license prior to enrollment in one of its programs. Therefore programs will not to interview those applicants that are not eligible for the appropriate medical license.



YUMA REGIONAL MEDICAL CENTER
Family & Community Medicine Residency Program

Applicants must apply through the Electronic Residency Application Service (ERAS). Applications and interviews will not be accepted outside of ERAS.

Appointments

The academic year begins on July 1. YRMC GME programs participates in the **National Resident Matching Program (NRMP)** and abides by their guidelines. Eligibility for stipend and benefits begins on the first day of orientation or the appointment date, whichever comes first. New residents are responsible for health insurance coverage that bridges their previous appointment and their new appointment date at YRMC.

Criminal background checks, occupational health review, and drug screening are required for all appointments. Each program will inform appointees of required certifications and training, e.g. advanced cardiac life support, basic life support, etc. Trainees are encouraged to obtain required certification prior to the appointment date. To maintain appointment eligibility, trainees must comply with additional training and education required by the program, YRMC, or other regulatory bodies.

The following signatures attest to the commitment of Yuma Regional Medical Center to Graduate Medical Education as stated above:

7/26/18

Bharat Magu, M.D.
 Chief Medical Officer
 VP Medical Affairs
 Yuma Regional Medical Center

Date

7/30/18

Kristina Diaz, M.D.
 Program Director and Designated Institutional Official
 Family & Community Medicine
 Yuma Regional Medical Center

Date

Updated: December 15, 2015 KD
 Updated: July 6, 2017 KD
 Updated July 18, 2018 KD