

DEPARTMENTAL POLICY		DEPARTMENT(S) :	REVISION #:	POLICY #:
BASSETT MEDICAL CENTER		Medical Education	10	012-GME
SPONSORED BY:	PREPARED BY:	APPROVED BY:	DATE ISSUED:	EFFECTIVE DATE:
Henry Weil, MD	Jill Stoecklin	Graduate Medical Education Committee	July 1996	2/20/2025
TITLE:				PAGE #:
Guidelines for Resident/Fellow Selection				1 of 2

A. GENERAL POLICY STATEMENT

Bassett Medical Center (Bassett) believes in selecting postgraduate medical education trainees to participate in residency/fellowship programs on the basis of their academic achievements and potential to succeed in the programs offered by the hospital. The guidelines included in this policy apply to all residency/fellowship programs sponsored at Bassett and are designed to provide these programs with a consistent and fair method of selecting applicants.

B. SCOPE

This policy applies to all resident/fellowship selection committees, program directors and coordinators, clinical chiefs, and medical education administrative staff.

C. ACCOUNTABILITY

The Designated Institutional Official (DIO) and Administrative Director of Medical Education will be responsible for coordination of this policy and the altering of provisions therein, in conjunction with the Graduate Medical Education Committee (GMEC).

D. POLICY ELEMENTS

1. All available PGY-1 and Fellowship positions will be offered through the National Resident Matching Program (NRMP).
2. Only international medical graduates eligible to enter the U.S. as exchange visitors (J-1 or H1-B visa) or who are permanent residents will be considered as candidates. Employment is contingent on certification by the ECFMG and by the appropriate visa being secured.
3. Graduates from a medical school outside the United States or Canada must comply with the New York State "12 week rule": the individual must not have completed more than 12 weeks of clinical clerkship outside of the home country of the school, unless graduated from one of the schools exempted by New York State.
4. Each applicant will be required to submit an ERAS (Electronic Resident Application Service) application form, dean's letter of recommendation, three letters of recommendation from faculty members involved in their education, and an official medical school transcript. Scores on steps taken in the United States Medical Licensure Examination and English Language and Clinical Patient Assessment skill examinations (when applicable) are also required. International medical graduates will be required to submit evidence of Educational Commission on Foreign Medical Graduates (ECFMG) certification in order to be considered.

4. A holistic review of applicants will be performed by program directors, associate program directors and coordinators in order to seek a diverse applicant pool and to consider factors that promote inclusivity in the selection process.
5. Applicants invited to interview must be informed in writing or by electronic means, of the terms, conditions, and benefits of appointment to the program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. This information must include financial support; time off; parental, sick and other leaves of absences; and professional liability, hospitalization health, disability and other insurance accessible to residents/fellows and their eligible dependents.
6. Applicants will not be disqualified on the basis of age, race, national origin, gender, sexual orientation, or disabling medical condition.
7. Prior to the submission of the rank order list to the NRMP, a committee appointed by the program director, that includes the Chief of Service (as indicated in the Medical Staff Bylaws) will meet and determine the desirability, eligibility, and rank order of candidates.
8. Should any program fail to completely match through the NRMP process, applicants will be screened and positions offered based on the same selection criteria noted above.

E. COMMUNICATION

The Administrative Director of Medical Education will be responsible for communicating revisions to this policy via email to the stakeholders.

F. DISTRIBUTION

This policy will be placed in the on-line electronic Graduate Medical Education Policy Manual.

G. REVISIONS

It will be the responsibility of the Administrative Director of Medical Education in conjunction with the GMEC to review and initiate changes in this policy on at least a two-year cycle.

5/30/2001; 8/2009; 5/2010; 9/2013; 9/2016; 9/2018; 9/2020; 5/2022; 11/2022; 2/2025