

Internal Medicine Residency Program Policy on Resident Recruitment and Appointment

This policy establishes the selection criteria used by the Internal Medicine Residency Program and is in compliance with requirements of the Accreditation Council for Graduate Medical Education and the CIHS Graduate Medical Education Committee Policy on Resident Recruitment and Appointment.

All applicants must be registered with the National Resident Matching Program (NRMP) and must submit their application through the electronic residency application service (ERAS). Supporting documentation required of all ERAS applicants includes a medical school transcript from an LCME or AOA accredited medical school, a letter from the Dean of the medical school, two letters of reference, and a USMLE or NBOME transcript. Once this information is received, the application is reviewed and qualified candidates are invited to schedule an interview. Interviews are conducted between November and February each year.

All interviewees meet with the Program Director or Assistant Program Director, selected faculty interviewers, resident representatives from the Recruiting Committee and the Residency Program Coordinator. Each interviewer completes a standard evaluation form.

After all interviews for the year are conducted, the Recruiting Committee meets to develop a rank list. The strength of the candidates' medical school performance, national board scores, Dean's letter, letters of recommendation, and interview performance are used in developing the rank list. The final rank order is the responsibility of the Program Director who then submits the list to the NRMP.

Graduates From Medical Schools Not LCME or AOA Accredited

Graduates of medical schools outside the United States will be considered if they register with the National Resident Matching Program and apply through ERAS. They will need to have a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) and must have completed medical school training within the past five years or been involved in training in an accredited residency program in this country within the past three years. These candidates must have achieved scores of 80 or better on both USMLE Step 1 and 2 exams and Step 3 if applicable. These candidates must also be fluent in written and verbal English language.

Applications from graduates of medical schools not LCME or AOA accredited who meet these criteria will have their application reviewed, and if selected for interview, will complete a formal visit and interview during the November through February program interview period. These candidates will also then be considered by the Recruiting Committee for inclusion on the final rank list submitted by the residency program.

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