



September 30, 2008

GME Resident and Fellow Recruitment and Appointment Policy and Procedure

Purpose: To provide guidance to all Graduate Medical Education training programs and personnel in the recruitment and hiring of residents and fellows.

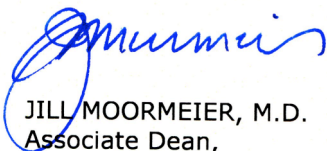
Scope: This policy and procedure applies to all residents and fellows in ACGME accredited programs sponsored by UMKC School of Medicine.

Procedures:

1. **Resident Eligibility.** To be considered for appointment as a resident in an ACGME accredited residency at UMKC School of Medicine, an applicant must fulfill one of the following criteria:
 - a. Graduate of an LCME accredited medical school in the United State or Canada.
 - b. Graduate of an AOA accredited college of osteopathic medicine in the United States.
 - c. Graduate of a medical School outside of the United States or Canada with a currently valid certificate from the ECFMG.
2. **Fellow Eligibility.** To be considered for appointment as a fellow in an ACGME accredited fellowship at UMKC School of Medicine, an applicant must meet the following criteria:
 - a. Eligible for appointment as a resident, as listed above, and
 - b. Successful completion of an ACGME accredited residency, as required by the ACGME training guidelines for the specialty.
3. **Program Application.** Each residency and fellowship training program has the right to develop and implement policies and procedures for application to the program, including the method of application, the necessary documents supporting the application, and the timeline of the application process. These procedures must be readily available to all eligible applicants.
4. **Equal Employment Opportunity.** All residency and fellowship programs sponsored by the UMKC School of Medicine must follow the University's policy on equal employment opportunity: "It is the fundamental policy of the University of Missouri-Kansas City to provide equal opportunities regardless of race, creed,

color, sex, sexual orientation, national origin, age, disability, or Vietnam Era Veteran status, in all educational, employment and contracting activities. The University of Missouri-Kansas City is committed to a policy of equal opportunity/affirmative action in the recruitment of students and in hiring of faculty and staff.”

5. **Applicant Assessment.** Each training program will develop its own set of criteria by which applications and applicants are assessed. These criteria shall speak directly to the applicant’s ability to perform the duties and responsibilities of the resident or fellow in the training program. Academic achievement and potential, as well as evidence of the applicant’s professionalism will be considered in this process.
6. **Notification of Benefits.** Each interviewed applicant must be informed in writing by hard copy or by electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which the Sponsoring Institution or its affiliates provides call rooms, meals, laundry services, or their equivalents.
7. **National Resident Matching Program (NRMP).** All training programs are strongly encouraged to participate in the NRMP, when it is available for their specialty. With participation in the NRMP, programs agree to follow the Terms and Conditions of Match Participation (NRMP). No exceptions to this agreement will be allowed. Regardless of NRMP participation, program representatives are expected to be honest and fair in all interactions with program applicants.
8. **Final Review of Appointed Trainees.** It is the responsibility of the employing institution (UMKC, Children’s Mercy Hospital, and Western Missouri Mental Health Center) to offer and approve employment to each potential trainee in UMKC School of Medicine sponsored graduate medical education programs. The employing institution reserves the right to deny employment to any applicant that does not meet the minimum necessary requirements for the recommended position.



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Date: September 30, 2008