

## **Policy on Recruitment, Selection, Eligibility, and Appointment of Trainees**

Effective 12/14/2001

Reaffirmed by GMEC 11/11/2022

Previous 12/13/2019; 07/08/2016; 04/11/2014

### **Recruitment and Selection:**

- In partnership with McGaw, programs must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of trainees. These efforts must be described in the Annual Program Evaluation (APE). To address bias in the recruitment process, programs must ensure that those participating in recruitment have been properly trained in implicit bias which may include participation in activities offered through the Feinberg Academy of Medical Educators (FAME). Guidance regarding offering interviews in-person or virtually will be provided by McGaw, and it is expected that each program complies with the recommendation of McGaw. Programs must comply with the rules and regulations of the National Resident Matching Program (NRMP), SF Match, or other appropriate matching program(s). Programs are also responsible for adherence to the NRMP All In Policy, if applicable. Each program is responsible for confirming that their NRMP / SF Match quota complies with their Accreditation Council for Graduate Medical Education (ACGME) complement quota. These must include projected complement for the length of the program. Selection of trainees must occur through the NRMP if that program is eligible as an NRMP participant. Programs considering candidates requesting H-1B visas must obtain GMEC approval prior to ranking those candidates. Please see the “Policy on H-1B Visas” for further information.

### **Eligibility:**

- Trainees are considered eligible for appointment to ACGME-accredited McGaw programs if they are graduates of U.S. or Canadian LCME-accredited medical schools, of U.S. colleges of osteopathic medicine accredited by the American Osteopathic Association, or of non-U.S. or Canadian medical schools if they have a currently valid Educational Commission for Foreign Medical Graduates (ECFMG) certificate, a currently valid visa (including J-1, H-1B, or O-1; or alternatively, Immigrant [permanent resident] status), and a currently valid license from the Illinois Department of Financial and Professional Regulation (IDFPR). Trainees are eligible for appointment only if they meet all requirements contained in the letter of agreement and meet both common and specialty specific ACGME requirements for appointment. An example letter of agreement and information related to trainee benefits can be found at [mcgaw.northwestern.edu](http://mcgaw.northwestern.edu).

Additional eligibility will be determined by each individual training program’s policy on recruitment and appointment and will be based on preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs shall not discriminate with regard to gender, sex, race, age, religion, color, national origin, disability, or veteran status.

### **Appointment:**

- Applicants invited to interview for a resident/fellow position must be informed by the program, in writing or by electronic means, of the terms, conditions, and benefits of appointment to

ACGME-accredited programs. McGaw has a templated letter which contains links to institutional benefits and policies, including information on stipends, benefits, vacation, leaves of absence, professional liability coverage, disability insurance accessible to trainees, and health insurance accessible to trainees and their eligible dependents, available to programs on the McGaw website. This information must be shared with all applicants invited to interview in advance of rank list submission. After an applicant has matched at McGaw, they are provided with and must return a signed copy of the McGaw letter of agreement, which outlines the terms and conditions of their appointment.