

Graduate Medical Education Policy	Recruitment and Appointment
Facility/Sponsor	CMC/GMEC
Policy Origin Date	October 2007
Revision Date	January 2026

PURPOSE

The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable), and must monitor each of its ACGME-accredited programs for compliance.

Carilion Clinic Graduate Medical Education programs follow the eligibility and recruitment requirements of the Accreditation Council for Graduate Medical Education (ACGME).

Programs, in partnership with the Sponsoring Institution, must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of residents and fellows.

SCOPE

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

DEFINITIONS

Resident: Any physician in an accredited graduate medical education program, including interns, and residents.

Fellow: A physician in a program of graduate medical education accredited by the ACGME who has completed the requirements for eligibility for first board certification in a specialty.

Program Director: The individual designated with authority and accountability for the operation of a residency/fellowship program, including compliance with all applicable program requirements including recruitment and selection of trainees.

Exceptionally Qualified Applicant (EQA): an EQA is an applicant who does not meet standard ACGME fellowship eligibility requirements, but who possesses qualifications, experience, and demonstrated competence that justifies entry into fellowship training.

Designated Institutional Official (DIO): The individual with authority and responsibility for oversight of all ACGME-accredited programs and final institutional endorsement of GMEC decisions.

PROCEDURE

1. Resident Applicant Eligibility
 - a. Applicants must meet one of the following qualifications to be eligible for appointment to Carilion ACGME accredited residency programs
 - i. Graduation from medical schools in the United States and Canada that are accredited by the Liaison Committee on Medical Education (LCME); or,
 - ii. Graduation from a college of osteopathic medicine in the United States that is accredited by the American Osteopathic Association (AOA); or,

- iii. Graduation from medical schools outside the United States or Canada who meet one of the following qualifications:
 - 1. Hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
 - 2. Holds a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.
 - b. Programs with a preliminary year requirement must verify each resident's level of competency using ACGME, CanMed, or ACGME-I Milestones upon matriculation.
 - 2. Fellowship Applicant Eligibility
 - a. Applicants must meet one of the following qualifications to be eligible for appointment to Carilion ACGME accredited fellowship programs as dictated by the fellowship's specialty Review Committee [Review Committee to choose one of the following]:
 - i. Option 1: Graduates of residency programs in the United States that are accredited by the ACGME, are AOA-approved, have ACGME International (ACGME-I) Advanced Specialty Accreditation, or have Royal College of Physicians and Surgeons of Canada (RCPSC), or College of Family Physicians of Canada (CFPC)-accreditation.
 - ii. Option 2: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program.
 - 3. Fellow Eligibility Exceptions
 - a. Some review committees may grant exceptions to the above fellow eligibility requirements. Please reference your program specific requirements found in section three of the ACGME Common Program Requirements.
 - b. In accordance with ACGME Institutional and Program Requirements, the Sponsoring Institution may permit the appointment of an Exceptionally Qualified Candidate (EQA) to ACGME-accredited fellowship programs only if the candidate meets all ACGME-defined criteria, prior GMEC review and approval of candidacy, and with endorsement by the Designated Institutional Official (DIO). The minimum criteria and approval process is outlined below:
 - i. An applicant considered under EQA pathway must meet all ACGME-defined criteria to be considered an Exceptionally Qualified Applicant, which may include but is not limited to the following:
 - 1. Completion of a non-ACGME-accredited residency or equivalent postgraduate training.
 - 2. Demonstrated clinical excellence, scholarly activity, or leadership
 - 3. Evidence of readiness to enter fellowship training without compromising patient safety
 - 4. Eligibility for appropriate medical licensure, institutional credentialing, and visa status (if applicable)
 - ii. The Fellowship Program Director must submit a written request to the GME Office before offering or finalizing a trainee appointment. The written request must include:
 - 1. Completed copy of the EQA Request Form
 - 2. Applicant CV
 - 3. Description of prior training and certification status
 - 4. Rationale for EQA designation
 - 5. Mapping of prior training and fellowship prerequisites
 - 6. Proposed educational plan (including supervision and remediation)

7. Confirmation of licensure and credentialing eligibility
 8. Department Chair/Section Chief Support Statement
- iii. The GME Office will review the written request for completeness and compliance before forwarding it to the GMEC.
- iv. The GMEC will review and vote; approval requires majority vote.
- v. The DIO will provide final institutional endorsement.
4. Residency Application
 - a. Programs will use the Electronic Residency Application System (ERAS) or another electronic application service sanctioned by their specialty society. The program will notify the DIO if the program does not use ERAS.
5. Match Process
 - a. Programs will use the National Residency Match Program (NRMP) system for specialties that system supports. If NRMP is not used for that discipline, the program will use the matching service used by others in that specialty. Programs must obtain approval from the DIO each recruitment cycle if they do not use a national matching system for their recruitment.
6. NRMP All In Policy:
 - a. The NRMP All In Policy requires all core residency programs participating in the Main Residency Match to register and attempt to fill all positions through the Main Residency Match.
 - b. The All In Policy may apply to the Specialties Matching Service or other national matching programs (Fellowships). The Program Director should reference the current NRMP guidelines for their specialty to determine if they may offer positions outside of The Match.
7. Interview and Ranking Process:
 - a. Each residency program will set specific procedures for the review of applications, conducting applicant interviews, and the determination of a final rank list.
 - b. Decisions to interview and rank will be based on assessment of the candidates' preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities, such as motivation and integrity. Assessment occurs during review of the completed applications and all accompanying documents as well as by resident and faculty ratings of the interview process.
 - c. Carilion training programs will not discriminate based on race, color, religion, national origin, gender, veteran status, genetic information, age, disability, or any other characteristic protected by law.
 - d. All candidates applying for an interview at Carilion training programs will 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 the applicant's eventual appointment. Information that is provided will include:
 - e. Stipends, benefits, professional liability coverage, and disability insurance accessible to residents and fellows;
 - f. Institutional policies for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence;
 - g. Health insurance accessible to residents and fellows and their eligible dependents
 - h. Program's mission and aims.
 - i. Information related to the applicant's eligibility for the relevant specialty board examination(s).
 - j. Applicants will receive a sample contract at the time of their interview.
 - k. All programs will maintain a list signed by each interviewed candidate attesting that the above information was received.

8. Selection Committee
 - a. Each Program Director may appoint a selection committee to oversee the interview and ranking process.
9. DIO and GMEC oversight of the interview and ranking process
 - a. Program Directors will review the status of the program's interview and selection process during monthly meetings with the DIO.
10. Replacement Positions: Resident and Fellow Transfers:
 - a. From time to time, an open position may occur in a residency or fellowship program. Program Directors may contact and interview eligible applicants (as defined in section three of the ACGME Common Program Requirements) to fill a vacant position.
 - b. Complete application materials must be received from all eligible applicants. Eligible applicants may use ERAS. If the application material is not available on ERAS, the applicant must provide all required documents to the Program Director in paper or electronic format.
 - c. Prior to accepting a transfer with prior GME training, the Program Director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of the transferring resident as well as Milestones evaluations upon matriculation.
 - d. All replacement position offers must be reviewed and approved by the DIO prior to the offer being made to the applicant.
11. Work Eligibility and Visa Requirements:
 - a. For a resident to start work and meet the terms of their contract, they must be eligible for employment in the United States and have proper documentation to complete the I-9 eligibility for employment form. Non-U.S. citizen International Medical Graduates (IMGs) are strongly urged to obtain a Social Security Number as soon as possible.
 - i. Carilion training programs only accept the J-1 Visa for non-U.S. citizen international medical graduates (IMGs).
 - ii. The J-1 Visa is processed through the Exchange Visitor Program and ECFMG sponsorship.
 - b. Eligible candidates must have passed USMLE Step 1 and Step 2 CK.
 - c. Eligible candidates must hold a valid ECFMG Certificate before they are ranked unless they are graduating in the same year they are applying. All IMGs must have a valid ECFMG Certificate at the time of commencement of training.
12. Appointment/Contract
 - a. The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its programs regarding implementation of terms and conditions of appointment.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	October 16, 2007
Daniel Harrington, MD	GMEC	January 1, 2011
Donald W. Kees, MD	GMEC	March 18, 2014
Donald W. Kees, MD	GMEC	March, 2017
Donald W. Kees, MD	GMEC	July 16, 2019
Donald W. Kees, MD	GMEC	October 20, 2020
Arthur Ollendorff, MD	GMEC	March 18, 2025
Arthur Ollendorff, MD	GMEC	January 20, 2026