**Resident Recruitment and Selection:**
Programs will have an established protocol for the recruitment and selection of their residents. The protocol should include several members of the teaching medical staff as well as resident input. Personal interviews are encouraged.

Residents should be selected based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability or veteran status.

Program Directors may also consider when selecting a resident, the class status and other honorary academic status.

Residents selected must meet the requirements as established for licensure/permit as outlined by the Louisiana State Board of Medical Examiners (LSBME). Rev. 11/04

**RESIDENT RECRUITMENT AND SELECTION GME. V.13.1**

1. Programs should select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status. Each Program is required to establish criteria for specific program recruitment and selection.

2. The program director, in conjunction with the program’s Education Committee and/or teaching faculty, reviews all applications, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications, as determined by guidelines established by the program.

3. Each applicant must be informed in writing of any accreditation issues of the department as required by the Accreditation Council for Graduate Medical Education (ACGME).

4. Each applicant who is invited for an interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacation; 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 on-call living quarters, meals, or their equivalents are to be provided.

5. In selecting from among qualified applicants, it is strongly recommended that all programs participate in an organized matching program when such is available for the specialty.
a) Programs who recruit U.S. medical school seniors must participate in the National Resident Matching Program.
b) The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of rank order lists or other offer of a residency position.

5. An offer for residency training is extended directly to the applicant by the program director, or his/her designee, through a letter of offer. All programs will have an established protocol for the recruitment and selection of their residents.

6. Residents shall be selected based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. When selecting a resident programs may also consider the medical school class standing and other honorary academic status. However, residents selected must meet the requirements as established for licensure/permit as outlined by the Louisiana State Board of Medical Examiners (LSBME).

7. Immediately following receipt of the results of the Match or the acceptance of an offer for residency training, the program director is responsible for notifying the Graduate Medical Education Department of all candidates accepted and providing a copy of each applicant's file for the Hospital's permanent record. Each resident's file must include the following:

   a) Copy of the completed “Application for Graduate Medical Education.”
   b) Documentation of completion of medical school (copy of medical school diploma, dean's letter),
   c) Documentation of any previous residency training (copy of certificate issued, letter of recommendation from program director),
   d) Copies of three letters of recommendation,
   e) Copy of Louisiana medical or dental license (if applicable),
   f) Current mailing address,
   g) Inclusive dates of appointment,
   h) Postgraduate year of appointment, and
   i) Salary source.
RESIDENT ELIGIBILITY AND REQUIREMENTS GME V.13.2
FOR RESIDENCY TRAINING

The program director is responsible for ensuring all applicants under consideration for residency training in the program meet the eligibility requirements of the Hospital and the Accreditation Council for Graduate Medical Education (ACGME) detailed below. The enrollment of non-eligible residents may be cause for withdrawal of accreditation of the program by the ACGME. Only applicants who meet the following qualifications are eligible for appointment to accredited residency programs sponsored by the Hospital:

1. **Medical Education:** Only applicants who meet one of the following criteria may be accepted for residency training in accredited programs sponsored by the Hospital:
   a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
   b) Graduates of colleges of osteopathic medicine in the United States and Canada accredited by the American Osteopathic Association (AOA).
   c) Graduates of medical schools outside the United States and Canada (international medical graduate, FMG) must possess a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG).
   d) Graduates of medical schools outside the United States, who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

2. **Entry of Foreign-Born Medical Graduates to the United States:** The entry of foreign-born graduates of non-U.S. medical schools to the United States is governed by the U.S. Immigration and Nationality Act, as amended, which is administered by the US Citizenship and Immigration Services (USCIS). It is a violation of federal law to provide employment to a non-U.S. citizen who does not hold an appropriate visa, or other appropriate work authorization documents from the USCIS.
   a) Residency program directors considering foreign-born applicants should carefully review the applicant’s visa status to ensure the applicant holds a visa valid for graduate medical education [exchange visitor (J-1), temporary worker (H-1B), or immigrant visa]. International medical graduates must also hold a currently valid Standard Certificate of the Educational Commission for Foreign Medical Graduates (ECFMG).
   b) The Office of Legal Affairs must be notified of all non-US citizens accepted for residency training. Legal Affairs will ensure the resident holds an appropriate visa and assist in processing the paperwork required for visas for residency training at LSUHSC-S.

3. **Prerequisite Residency Training:** All applicants must satisfy any requirements for prerequisite residency training, as established by the relevant Residency Review Committee and/or certifying board for the specialty. If a program director wishes to recruit an applicant who does not meet the criteria established for prerequisite training, written approval to appoint the applicant as a resident must be obtained from the Residency Review Committee and/or certifying board.
4. **Resident Transfer**: If a resident transfers from a residency program at another institution, written verification of the previous educational experiences and a statement regarding the resident’s performance evaluation must be received prior to acceptance into a LSUHSC-S residency program.

8. **Physical Examination**: All newly-appointed residents must complete and pass a pre-employment physical examination, which includes a drug screen and background check for any felony convictions. All activities are coordinated by the Human Resources Department.

6. **United States Medical Licensing Examinations (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX)**: All residents must comply with the requirements for passing USMLE Steps 2 and 3 or COMPLEX Levels 2 and 3 as required.

7. **Louisiana Medical License**: All residents must obtain an unrestricted Louisiana license to practice medicine as soon as they meet the minimum postgraduate training requirements stipulated by the Louisiana Board of Medical Examiners.