

<b>Departmental Policy Title</b>	<b>Recruitment Documentation Policy - GME</b>	<b>Policy ID</b>	<b>11325</b>
<b>Keywords</b>	recruitment, documentation, ERAS, filters, eligibility, selection		
<b>Department</b>	Graduate Medical Education (GME)		

## I. Purpose of Policy

This policy defines the documentation and resources programs use for recruitment of applicants to Accreditation Council for Graduate Medical Education (ACGME)-accredited graduate medical education programs (GME) at Dartmouth Hitchcock (DH).

## II. Policy Scope

This policy applies to Program Directors and Program Coordinators of ACGME-accredited training programs and to GME Office staff at DH.

## III. Definitions

**Agreement of Appointment:** The document which identifies information on stipends, benefits (inclusive of health insurance accessible to Residents and their eligible dependents), professional liability coverage, and disability insurance.

**Applicant:** An individual invited to interview with a GME program.

**Resident:** Any physician in an ACGME-accredited GME program including residents and fellows.

## IV. Policy Statement

An Applicant invited to interview must 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 are in effect at the time of the Applicant's eventual appointment.

- The Program Director/Coordinator Responsibilities:
  - Supply a copy of the following to an Applicant who interviews:
    - Eligibility requirements,
    - Selection process,
    - Sample Agreement of Appointment,
    - Institutional and program policies for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence, and

- The program’s mission statement.
- Obtain a signature from each Applicant noting receipt of the above documents and retain the signature acknowledgement in the program’s electronic files.
- The Office of Graduate Medical Education Responsibilities:
  - Provide updates to programs for the following documents:
    - Eligibility Requirements
    - Selection Process
    - Sample Appointment Agreement
- Programs Using the Electronic Residency Application Service (ERAS)
  - A DH GME program might be required to use ERAS for Resident applications. ERAS screens an Applicant’s sensitive information to include:
    - Birth date,
    - Designated pronouns,
    - Gender,
    - Hometown(s),
    - Limiting factors,
    - Photograph (can be unscreened by the GME Office once an interview is offered), and
    - Self-identification.
  - Once an Applicant accepts an interview, the program should use the ERAS “Schedule to Interview” filter prior to the unlocking an Applicant’s photograph.
  - Photographs must be locked again prior to removing the “Schedule to Interview” filter in order to view other Applicants in the system.

## V. References

*ACGME Institutional Requirements.* (2022). Retrieved from ACGME.org.

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<b>Approved By:</b>	Chief Medical Officer - D-H Lebanon; GMEC Approver Group; Office of Policy Support - All Other Documents; Claiborne, Aimee	<b>Version #</b>	5
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<b>Date Policy to go into Effect:</b>	05/15/2025		
<b>Related Policies &amp; Procedures:</b>	<a href="#">Eligibility Requirements Policy - GME</a> <a href="#">Selection Policy - GME</a> <a href="#">Resident Agreement of Appointment Policy - GME</a> <a href="#">Time Away from Training Policy - GME</a>		
<b>Related Job Aids:</b>			