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| <b>Departmental Policy Title:</b> | <b>Selection Policy - GME</b>                             | <b>Policy ID:</b> | <b>11326</b> |
| <b>Keywords</b>                   | selection, discrimination, ERAS, recruitment, appointment |                   |              |
| <b>Department</b>                 | Graduate Medical Education (GME)                          |                   |              |

## I. Purpose of Policy

This policy defines the selection processes for applicants to Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs at Dartmouth Hitchcock (DH).

## II. Policy Scope

This policy applies to all applicants and staff of ACGME-accredited residency and fellowship programs at DH.

## III. Definitions

- **Applicant:** An individual invited to interview with a graduate medical education (GME) program.
- **Discrimination:** Subject to selection based on race, national origin, gender, religion, age disability, marital or parental status, status as a Vietnam-era veteran, sexual orientation, or gender identity.
- **Program:** ACGME-accredited residency or fellowship GME program.
- **Resident:** Any physician in an ACGME-accredited GME program including residents and fellows.

## IV. Policy Statement

- **Resident Selection:** The selection of a Resident must be free from discrimination and comply with institutional, federal, and state laws and regulations.
  - An Applicant to a DH Program must adhere to the DH's application process as delineated at: <https://gme.dartmouth-hitchcock.org/apply>
  - An applicant meeting eligibility requirements outlined by the institution and the Program may be invited to interview.
  - Each Program applies its own criteria for evaluating and ranking Applicants. These criteria may include, but are not limited to:
    - Review and confirmation of eligibility requirements
    - Performance on standardized medical knowledge test
    - Verbal and written communication skills
    - Letters of recommendation from faculty
      - Dean's letter
      - Medical school transcript

- The recruitment and appointment of a Resident to training program sponsored by Dartmouth-Hitchcock/Mary Hitchcock Memorial Hospital is based on, and in compliance with, the ACGME's institutional, common, and specific program requirements.
- The process of application, eligibility, selection, and appointment of a Resident to a Program is the responsibility of the Program Director.
- An Applicant who is offered and accepts a position must consent to a pre-enrollment criminal background check and pass a pre-enrollment drug screening.

## V. References

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

*Common Program Requirements.* (2023). Retrieved from ACGME.org

*Specialty Specific Program Requirements (2023-2025).* Retrieved from ACGME.org

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| <b>Responsible Owner:</b>                 | Graduate Medical Education (GME)   | <b>Contact(s):</b>      | Karen Miller |
| <b>Approved By:</b>                       | Chief Medical Officer - D-H Lebanon;<br>GMEC Approver Group; Office of<br>Policy Support - All Other Documents   | <b>Version #</b>        | 4            |
| <b>Current Approval Date:</b>             | Not Approved Yet   | <b>Old Document ID:</b> | New          |
| <b>Date Policy to go into Effect:</b>     | Not Approved Yet   |                         |              |
| <b>Related Policies &amp; Procedures:</b> | <a href="#">Eligibility Requirements Policy - GME</a><br><a href="#">Non-Discrimination and Anti-Harassment Policy</a><br><a href="#">Recruitment Documentation Policy - GME</a> |                         |              |
| <b>Related Job Aids:</b>                  |  |                         |              |