NORTH CAROLINA BAPTIST HOSPITALS, INC.
POLICY AND PROCEDURE

From: Physician Services

Approved by: _____
Director, Physician Services

Prepared by: Physician Services

_____
Chair, Graduate Medical Education Committee

SUBJECT: RESIDENT SELECTION

I. POLICY

It is the policy of North Carolina Baptist Hospitals, Inc. to ensure that programs select residents 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.

II. PURPOSE

To ensure fairness and due process to all applicants to the residency training programs at North Carolina Baptist Hospital.

III. PROCEDURE

When applicable, the hospital's residency selection is carried out by the National Residency Match Program (NRMP). All participants are bound to abide by the policies of the NRMP.

A. Participation in the NRMP obligates the institution to:

1. Appoint an Institutional Official who is responsible for all communication with the NRMP on behalf of the institution's sponsored programs;

2. Assume responsibility for providing services to programs that are necessary to meet the deadlines set forth in the NRMP Schedule of Dates;

3. Ensure that all programs offered through the NRMP will have ACGME accreditation at the time the residency commences. Special tracks may be offered within some types of residency programs;

4. Ensure that all programs which offer positions to U.S. senior medical students are enrolled in the NRMP, and that all programs select U.S. senior medical students only through the matching program in accordance with the policies established by the NRMP;

5. Be available on the appointed date to receive notification by fax or phone of any program's Rank Order List that has not been received/processed at the NRMP.

B. Responsibilities of Program Directors

1. Provide accurate information about the number and type of positions to be offered through the NRMP;

2. Organize a resident selection process that is consistent with the NRMP Schedule of Dates;

3. Provide complete and accurate information to applicants, including institutional policies relative to visa status and employment eligibility;

4. Ensure that U.S. senior medical students who are enrolled in the NRMP are not asked to make a commitment to enter programs outside of the NRMP; and

5. Prepare and submit Rank Order Lists that rank applicants in the programs' preferred order.

C. Programs or Positions not in the NRMP

1. Assurance that each residency program establishes and implements formal written criteria and processes for the selection of residents in compliance with both the Institutional and Program Requirements for the specialties and subspecialties of the ACGME.

2. Eligibility criteria will still be followed for applicants.

3. Applications are required.

Reference: Accreditation Council on Graduate Medical Education Institutional Requirements 2002-2003.

1996; reviewed 9/99; revised 10/02