

Baystate Medical Center

Policies and Procedures: Graduate Medical Education

Individuals Reviewing Policy

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Policy: **BH-AA-GME-3.02**

SUBJECT: ELIGIBILITY, INTERVIEWING, AND SELECTION

I. POLICY

All GME programs shall comply with the NRMP and ACGME requirements for resident eligibility and restrictions on interviewing and selection.

II. PURPOSE

To ensure that each GME program monitors compliance with the NRMP requirements, and ACGME Institutional Requirements, Common Program Requirements, and specialty-specific program requirements regarding resident eligibility, interviewing, and selection.

III. SCOPE

All BMC residents and applicants and GME programs.

IV. PROCEDURE

Eligibility

All BMC GME programs must demonstrate compliance with the ACGME requirements regarding eligibility and selection. To be eligible for a BMC position, applicants must be:

1. Graduates of medical schools in the United States and Canada accredited by the LCME
2. Graduates of colleges of osteopathic medicine in the United States accredited by the AOA
3. Graduates of medical schools outside the United States and Canada who have received a currently valid certificate from the ECFMG, or have a full and unrestricted licensure to practice medicine in a United States licensing jurisdiction.

Interviewing

No person associated with BMC shall ask an inappropriate question of any applicant to a GME program, as stated in BH-AA-GME-3.02A, Guidelines for Interviewing Resident and Fellow Applicants.”

BMC shall provide full and complete information about employment requirements for residents, including requirements for licensure in the Commonwealth of Massachusetts and the requirement for a license for employment as a resident at BMC.

The BORM asks many questions for licensure that persons at BMC shall not ask nor require the information during the selection process. Information about licensing and these questions shall be provided in print or electronically to candidates, as stated in "3.1A Guidelines for Interviewing Resident and Fellow Applicants," to assist the candidate to make an informed decision about ranking or choosing to train at BMC.

Any GME program contemplating interviewing or offering a position to a candidate who is not a senior US medical student shall confirm the eligibility of the candidate using the NRMP "Applicant Match History." BMC programs shall not interview or negotiate with, and BMC will not offer a position, to an applicant who has matched to a concurrent year position in another program unless the NRMP has granted a waiver of the match commitment that is confirmed by written or email communication directly from the NRMP.

All GME programs shall adhere to the NRMP restrictions on persuasion. No person associated with BMC shall solicit from an applicant a commitment or request an applicant to communicate how they intend to rank any program. No person associated with BMC shall require or pressure applicants to reveal the names or identities of programs to which they have applied or may apply.

Selection

Graduate medical education training programs must select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal and professional qualities such as motivation and integrity. Programs shall not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.

Qualified applicants are invited for interviews based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal and professional qualities such as motivation and integrity. Interviewees meet with the program director, other faculty as appropriate, and have an opportunity to meet residents in the program and tour the institution.

BMC participates in the NRMP, an organized matching program, in both the main residency match and the specialties matching service for advanced residency and fellowship positions. The Program Director shall develop a procedure with the Department Chair and faculty to develop a rank order list of candidates, and submit the rank order list to the NRMP. Rank order lists are coordinated through the Registrar and reviewed and approved by the DIO. Any questions or concerns regarding eligibility are discussed by the Program Director with the DIO. Candidates who are not considered eligible by the institutional standards shall not be listed on the NRMP matching lists. A similar review process occurs for resident appointments that are not covered by NRMP.

Attachment

BH-AA-GME-3.02A 2009-2010 Guidelines for Interviewing Resident and Fellow Applicants

Approved by the Graduate Medical Education Committee

Effective Date: 11/16/1982

Revision Dates:

10/02/2009	01/26/2000	09/01/1998				
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Guidelines for Interviewing Resident and Fellow Applicants

For 2009-2010

The following questions shall NOT be asked or implied during the interview process:

- What is your religious affiliation; denomination; or church? Who is your parish pastor? What religious holidays do you observe? Does your religion keep you from working on weekends?
- What is your or your parents' lineage; ancestry; national origin; descent; or parentage?
- Are you married; single; divorced; or separated? Can you provide similar information about your spouse? Do you have children? Are you planning to have any children? How are you planning to arrange for child daycare?
- How old are you? What is your date of birth?
- Do you have any disabilities?
- Have you ever been arrested?
- What is your maiden name? Have you ever worked under another name? What is the birthplace of your parents; spouse; or other family members?
- Are you or your parents naturalized or native-born citizens of the United States?
- What are the names; addresses; or ages, etc., of your spouse; children; or other relatives not employed by the company?
- Do you own or rent your residence?

DIO Comment: No person associated with Baystate Medical Center shall ask an inappropriate question of any applicant.

Licensing Requirements:

On the website, and in the brochure "Resident & Fellow Employment Requirements," we provide full and complete information about employment requirements at Baystate Medical Center, including requirements for licensure in the Commonwealth of Massachusetts and the requirement for a license for employment as a resident or fellow at Baystate Medical Center. The Board asks many questions that we shall not ask nor require the information during the selection process. We provide this information for the candidate to make an informed decision about ranking or choosing to train at Baystate Medical Center. The following information is provided to all applicants:

Resident and fellow training at Baystate Medical Center requires either a Limited or Full License from the Massachusetts Board of Registration in Medicine. Baystate Medical Center pays for the Limited License. As part of your application for a license, the Massachusetts Board of Registration in Medicine asks you to answer several questions. (The full list of Massachusetts Board of Registration in Medicine questions is contained in the online brochure [Resident & Fellow Employment Requirements](#).)

If you answer "Yes" to any of these questions, the Board of Registration in Medicine will require, as part of the license application, that you provide supplemental information, in some cases including information from a third party such your medical school or a program director of a prior postgraduate training program. Depending on the supplemental information provided, an affirmative response to one or more of these questions might delay or prevent you from obtaining a license in Massachusetts.

You may review the Limited License application and associated information at the [Board of Registration in Medicine website](#) under the category "[Physician Information](#)."

DIO Comment: No person associated with Baystate Medical Center shall ask an inappropriate question of any applicant.

Eligibility for Resident and Fellow Positions at BMC – From the NRMP Match Participation Agreement for Institutions

7.0 Matching and Appointing Rules

7.1 Match Commitment

If any of the programs sponsored by the institution, regardless of Matching Program participation status, discusses or offers a position to an applicant who matched to a concurrent year position in another program or who is ineligible as a result of a denied waiver or a confirmed violation, the institution will be in breach of this Agreement and may be subject to penalties, as described in Section 9.0 of this Agreement. Programs shall not interview or discuss with an applicant any potential position unless the program has first determined that the applicant is eligible for appointment. Programs shall determine the applicant's eligibility by verifying the applicant's match status in the Applicant Match History that is available in the Match Site and/or by calling the NRMP to obtain that information.

DIO Comment: Any Baystate Medical Center program contemplating interviewing or offering a position to a candidate who is not a senior US medical student shall confirm the eligibility of the candidate using the NRMP “Applicant Match History,” as shown below. An Applicant Match History is available in the NRMP Registration, Ranking, and Results (R3) System and should be used by program directors to determine whether an applicant has a binding concurrent-year match commitment to another program. The Applicant Match History also can be used to determine if an applicant has ever requested a waiver of the match commitment and/or been involved in an NRMP violation investigation. The Applicant Match History is available throughout the year, allowing programs to determine an applicant's eligibility for appointment.

Baystate Medical Center programs shall not interview or negotiate with, and Baystate Medical Center will not offer a position, to an applicant who has matched to a concurrent year position in another program unless the NRMP has granted a waiver of the match commitment that is confirmed **by written or email communication** directly from the NRMP.

The screenshot shows the NRMP Applicant Match History interface. On the left is a navigation sidebar with the following items: Directory • Agreement, Help • Logout • Contact Us, Back to My Options, MY MATCHES, MY PROFILE (Update My Profile, Change My Password), UNFULFILLED PROGRAMS, UPDATE UNFULFILLED, **APPLICANT MATCH HISTORY** (circled in red), MY INSTITUTION (Approve Changes, My Institution Administrators, My Institution Information), MY PROGRAMS (Program Information, My Program Directors, Rank Order List), CURRENT MATCH APPLICANTS (Search Applicants), and MY REPORTS. The main content area is titled 'Medical Specialties Matching Program - Welcome to NRMP' and displays user information for Hal B Jenson MD, Institution Official, AAMC ID: 10947599, Baystate Med Ctr-MA, INST Status: ACTIVE, and Approvals Pending: 0. A note states: 'NRMP institutional officials and program directors may use the Applicant Match History to determine the PGY-1, PGY-2, or fellowship match status of an applicant, as well as whether an applicant has a waiver or violation history. Applicant information is reflected permanently in the Applicant Match History. Term limits of any sanction (s) are included to identify the length of time the sanction is in effect.' A further note explains that the NRMP Match Participation Agreement prohibits offering a position to an applicant who has matched to a concurrent year position in another program unless a waiver is granted. A 'Search Applicant' button is also visible.

Persuasion of Candidates – From the NRMP Match Participation Agreement for Institutions

8.0 Restrictions on Persuasion

One of the purposes of the Matching Program is to allow both applicants and programs to make selection decisions on a uniform schedule and without coercion or undue or unwarranted pressure. Both applicants and programs may express their interest in each other; however, they shall not solicit verbal or written statements implying a commitment. Applicants shall at all times be free to keep confidential the names or identities of programs to which they have or may apply. In addition, it is a breach of the applicable Match Participation Agreement for:

- (a) a program to request applicants to reveal ranking preferences; or
- (b) an applicant or program to suggest or inform the other that placement on a rank order list is contingent upon submission of a verbal or written statement indicating ranking intentions; or
- (c) a program to require applicants to reveal the names or identities of programs to which they have or may apply; or
- (d) a program and an applicant to make any verbal or written contract for appointment to a concurrent year residency or fellowship position prior to the release of the List of Unfilled Programs.

Only the final preferences of programs and applicants, as expressed on their final certified rank order lists, will determine the offering of positions and the placement of applicants through the Matching Program.

DIO Comment: No person associated with Baystate Medical Center shall solicit from an applicant a commitment or request an applicant to communicate how they intend to rank any program.

No person associated with Baystate Medical Center shall require or pressure applicants to reveal the names or identities of programs to which they have applied or may apply.

The requirements of the NRMP Match Participation Agreement, including the Policies and Procedures for Reporting, Investigation, and Disposition of Violations of NRMP Agreements, can be reviewed in the public area of the NRMP's web site at <http://www.nrmp.org/> in the Residency Match section (for the Match Participation Agreements that govern the Main Residency Match) and the Fellowship Match section (for the Match Participation Agreement that governs the Fellowship Matches, also known as the Specialties Matching Service), by clicking on "Match Agreements" in the left menu bar.