

Westchester County Health Care Corporation

WMCHEALTH NETWORK

Administrative: Policy & Procedure

Manual Code: To be assigned by
PolicyHelp

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SUBJECT: Resident/Fellow Recruitment, Selection, Eligibility, and Appointment Policy	
EFFECTIVE: 08/2026	__ REVIEWED OR __ REVISED date: _n/a
Applicable Campus: _X_ Good Samaritan Hospital _X_ HealthAlliance Hospital _X_ MidHudson Regional Hospital _X_ Port Jervis Community Hospital _X_ St. Anthony Community Hospital _X_ Westchester Medical Center	
Patient population: __ Neonate __ Pediatric __ Adult __ Behavioral Health _X_ Not applicable	
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PURPOSE:

To establish institutional requirements for the recruitment, selection, eligibility, and appointment of residents and fellows to Graduate Medical Education (GME) programs sponsored by Westchester Medical Center Health Network (WMC) in accordance with applicable laws and accrediting, recognizing, certifying, licensing, and matching organization requirements.

SCOPE:

All WMC-sponsored GME programs, including programs accredited, recognized, or approved by the Accreditation Council for Graduate Medical Education (ACGME), Commission on Dental Accreditation (CODA), Council on Podiatric Medical Education (CPME), and other applicable organizations. Programs must also comply with any additional specialty-specific or accreditation organization requirements.

RESPONSIBILITY:

Graduate Medical Education Committee (GMEC), Designated Institutional Official (DIO), GME Office, Program Directors, Program Administrators, and program recruitment and selection committees, as applicable.

POLICY STATEMENT:

WMC is committed to fair, consistent, transparent, and equitable recruitment, selection, and appointment practices. Programs must comply with WMC Health Network policies, applicable laws, and requirements of applicable accrediting, recognizing, certifying, licensing, and matching organizations.

Eligibility

Applicants must meet all WMC, specialty-specific, and applicable accrediting, recognition, certifying, licensing, and matching organization eligibility requirements.

Applicants must successfully complete all prerequisite education and training required for entry at the proposed level of appointment.

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An applicant may not be offered a position in a WMC GME program if they are known to be ineligible for future board eligibility within the specialty or subspecialty of the training program, as applicable.

USMLE/COMLEX Examination Attempts

Applicants to physician residency or fellowship programs must not have more than three attempts (including incomplete attempts) to successfully pass any individual USMLE Step or COMLEX-USA Level or a total of six (6) attempts for all exams combined. Applicants to physician residency or fellowship programs must have completed, or be on track to complete, all USMLE or COMLEX-USA Steps within 7 years, starting from the date of the first exam attempt.

In the event that USMLE or COMLEX-USA requirements for completion of the examination series become more stringent than above, applicants shall be held to the standards of the updated requirements.

Exceptionally Qualified Fellowship Applicants

A fellowship may consider an exceptionally qualified international graduate who does not meet eligibility requirements, based on having completed an ACGME or ACGME-I training program, only when permitted by applicable accreditation requirements.

All required eligibility criteria, documentation, ECFMG certification, Designated Institutional Official (DIO) approval, and GMEC review and approval must be completed prior to provision of an employment offer.

Recruitment

Recruitment must be conducted professionally, equitably, transparently, and in compliance with match organization policies.

Applicants must receive, within the timeframe required by the applicable accreditation or matching organization:

- all eligibility requirements for training set forth by the sponsoring institution and the program;
- a copy of the appointment agreement that applicants shall be expected to sign, if such an agreement is available, or a copy of the agreement currently in use;
- the terms, conditions, and benefits of appointment;
- institutional policies on visa status and eligibility for appointment to a residency or fellowship position, as applicable.

All GME programs should utilize an organized application management system, if available to the program, such as the Electronic Residency Application System (ERAS) and Residency Centralized Application Service (ResidencyCAS).

All GME programs should participate in an organized matching program, where available, such as the National Resident Matching Program (NRMP) or San Francisco Match (SF Match). Any request for exceptions to participation in NRMP or an equivalent organized matching program, or to withdraw positions or entirely from an organized matching program, must be reviewed and approved by the DIO.

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Programs participating in organized matching programs must comply with the applicable participation agreement, policies, and requirements of that organization. Programs must not knowingly extend interview or employment offers to candidates whom they know or suspect may be in violation of an organized matching program agreement. Programs must report suspected or confirmed violations of organized matching program agreements to the DIO.

Selection

Each program must establish and consistently apply selection criteria appropriate to its specialty/subspecialty and consistent with applicable requirements.

Programs must comply with WMC equal employment opportunity and nondiscrimination requirements and applicable federal and state laws.

Applicants under consideration outside of an organized matching program must be approved by the DIO to confirm eligibility before an employment offer is extended.

Appointment

Appointment is contingent upon successful completion of all applicable institution, program, accreditation, licensing, credentialing, employment, and onboarding requirements.

Residents shall receive a written appointment agreement/contract that addresses:

- resident/fellow responsibilities;
- duration of appointment;
- financial support for residents/fellows;
- conditions for reappointment and promotion to a subsequent PGY level;
- grievance and due process;
- professional liability insurance, including a summary of pertinent information regarding coverage;
- health insurance benefits for residents/fellows and their eligible dependents;
- disability insurance for residents/fellows;
- vacation and leave(s) of absence for residents/fellows, including medical, parental, and caregiver leave(s) of absence, and compliant with applicable laws;
- timely notice of the effect of leave(s) of absence on the ability of residents/fellows to satisfy requirements for program completion;
- information related to eligibility for specialty board examinations; and,
- institutional policies and procedures regarding resident/fellow clinical and educational work hours and moonlighting.

Appointment does not guarantee reappointment, promotion, graduation, board eligibility, or certification.

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DEFINITIONS:

Applicant: An individual seeking appointment to a GME program.

Graduate Medical Education (GME): Formal training completed by physicians, dentists, and podiatrists following completion of professional school.

Program: A specific GME training program under the leadership of a Program Director.

Program Director: Faculty member with authority and accountability for the overall program, including compliance with all applicable program requirements.

Designated Institutional Official (DIO): Individual who, in collaboration with a Graduate Medical Education Committee (GMEC), has authority and responsibility for the oversight and administration of each of the Sponsoring Institution's GME programs, as well as for ensuring compliance with accreditation and recognition requirements.

Resident: A resident or fellow enrolled in a GME program.

REFERENCES:

ACGME Institutional Requirements

ACGME Common Program Requirements (Residency and Fellowship) Applicable ACGME specialty/subspecialty Program Requirements NRMP Match Participation Agreement for Institutions CODA Accreditation Standards for Advanced Dental Education Programs

CPME Standards and Requirements for Approval of Podiatric Medicine and Surgery Residencies

Archival history:

Reviewed:	
Revised:	