

DEPARTMENTAL POLICY		DEPARTMENT(S) :	REVISION #:	POLICY #:
BASSETT MEDICAL CENTER		Medical Education	11	012-GME
SPONSORED BY:	PREPARED BY:	APPROVED BY:	DATE ISSUED:	EFFECTIVE DATE:
Henry Weil, MD	Jill Stoecklin	Graduate Medical Education Committee	July 1996	2/26/2026
TITLE:				PAGE #:
Resident/Fellow Selection and Appointment				1 of 3

A. GENERAL POLICY STATEMENT

Bassett Medical Center (Bassett) believes in selecting postgraduate medical education trainees to participate in residency/fellowship programs on the basis of their academic achievements and potential to succeed in the programs offered. This policy applies to all residency/fellowship programs sponsored at Bassett by the Accreditation Council for Graduate Medical Education (ACGME) and are designed to provide these programs with a consistent and fair method of selecting applicants.

B. SCOPE

This policy applies to all ACGME-accredited residency and fellowship programs sponsored by Bassett.

C. ACCOUNTABILITY

The Designated Institutional Official (DIO) and Administrative Director of Medical Education will be responsible for coordination of this policy and the altering of provisions therein, in conjunction with the Graduate Medical Education Committee (GMEC).

D. POLICY ELEMENTS

1. Only applicants who are eligible for entry into ACGME approved graduate medical education (GME) programs shall be selected for appointment as residents or fellow in the Bassett ACGME-approved training programs. Any additional eligibility requirements required by an individual Specialty Specific Review Committee shall be followed by the applicable GME program and communicated by the program to applicants.
2. Applicants must meet one of the following qualifications to be eligible for an appointment to a Bassett ACGME-accredited program:
 - a. Graduation from a medical school in the United States, accredited by the Liaison Committee on Medical Education (LCME); or,
 - b. Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or,
 - c. Graduation from a medical school outside of the United States, and meeting one of the following additional qualifications:
 - i. Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; and,
 - ii. Complies with the New York State "12 week rule": the individual must not have completed more than 12 weeks of clinical clerkship outside of the home country of the school, unless graduated from one of the schools exempted by New York State.
3. Applicants must have passing scores on Step 1 and 2 (Clinical Knowledge of Clinical Skills) of the United States Medical Licensing Examination (USMLE) or the Comprehensive Osteopathic Medical Licensing Examination (COMPLEX-USA).

Procedure

1. Bassett's Sponsoring Institution assures that its ACGME-accredited programs select among eligible applicants based on residency program related criteria such as their preparedness; ability; aptitude; academic credentials; communication and interpersonal skills; and personal qualities such as motivation and integrity. Applicants shall be selected without regard to race, color, sex, age, religion, national origin, disability, sexual orientation, veteran or marital status or any other applicable legally protected status.
2. All routine applications will be processed through the Electronic Residency Application Service (ERAS), when available. Opportunities for interviews will be extended to applicants based on their qualifications including USMLE scores, medical school performance, letters of recommendation, history of previous residencies / fellowships served, and program preference.
3. At the time of entry into the residency training program the candidate must be a citizen of the United States, a permanent resident or be eligible to enter the United States as exchange visitors (F-1, J-1, or H1-B Visa).
4. In selecting from among qualified applicants, programs must perform their selection through the National Residency Matching Program (NRMP; aka The Match). The rules that govern NRMP participation for both matched and unmatched positions shall be followed.
5. Programs can secure appointments of applicants who are not obtained through a formal match program (i.e. off-cycle residents/fellows, replacement residents/fellows) or obtained for a position not covered by this policy and alert the GME Office prior to offering a position.
6. Selected applicants for interview are informed, in writing or by electronic means, the terms, conditions, and benefits of appointment to an ACGME-accredited training program. Applicants are provided with information that includes, stipends, benefits, vacation, leaves of absence (including medical, parental and caregiver leaves of absence), professional liability coverage, disability insurance accessible to residents, and health insurance accessible to the resident and their eligible dependents. Equal access to the program, services, and activities for people with disabilities is available. Reasonable prior notice is requested to facilitate arrangement of accommodation.
7. All residents must qualify for employment with Bassett Medical. Some requirements for employment include a negative drug screen, clear criminal background check and the ability to participate in federal healthcare programs.

E. COMMUNICATION

The Administrative Director of Medical Education will be responsible for communicating revisions to this policy via email to the stakeholders.

F. DISTRIBUTION

This policy will be placed in the on-line electronic Graduate Medical Education Policy Manual.

G. REVISIONS

It will be the responsibility of the Administrative Director of Medical Education in conjunction with the GMEC to review and initiate changes in this policy on at least a two-year cycle.

Reviewed/Revised: 5/2001; 5/2003; 5/2005; 5/2007; 8/2009; 5/2010; 5/2012; 9/2013;
5/2015; 9/2016; 9/2018; 9/2020; 5/2022; 11/2022; 11/2024; 2/2025; 2/2026; 5/2026