

Still OPTI

POLICY		Policy No: IS-010
Subject: Intern/Resident Recruitment, Selection, Eligibility, and Appointment	Original Approval: 6/29/15 Latest Approval: 6/24/2025	Page 1 of 2

PURPOSE:

The purpose of this policy is to provide a written, monitored policy and procedure for program intern/resident recruitment, selection, eligibility, and appointment that will be a fair and equitable method of intern/resident selection at Still OPTI participating sites.

POLICY:

The Graduate Medical Education Committee has developed and approved the following eligibility and selection policy in accordance with ACGME Requirements. Each Still OPTI participating site is an equal-opportunity employer.

Eligibility for Appointment:

Applicants with one of the following qualifications are eligible for appointment to programs:

- Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
- Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA).
- Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 1. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or,
 2. Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are training.

Intern/Resident Eligibility:

All applicants to Still OPTI ACGME-approved programs **must have passed** the Clinical Skills Assessment of Steps I and II of the United States Medical Licensing Exam (USMLE) **or** COMLEX-USA Level 1 and Level 2-CE and 2-PE examinations of the National Board of Osteopathic Medical Examiners in order to be eligible for postgraduate training at Still OPTI-affiliated programs. An International Medical Graduate (IMG) **must have passed** the USMLE Steps I and II, the Clinical Exam, and hold a valid ECFMG Certificate. The valid ECFMG Certificate is awarded after passing the Clinical Exam and the English Exam.

All applicants will be required to submit board scores, medical school transcripts, a Dean's Letter from their Medical School, a currently valid ECFMG certificate if applicable, and at least two letters of recommendation from physicians familiar with their clinical work.

Application Procedure:

All applicants to Still OPTI-affiliated internship/residency programs must complete an application to the program they desire. Applicants to a PGY I or Transitional Year must apply through the Electronic Residency Application Service (ERAS). Applicants to a higher postgraduate level of training must apply through the applicable Still OPTI participating site's application process. Completed applications will be forwarded to the appropriate Program Director for their review.

Information Provided to Applicants:

Candidates for programs (applicants who are invited for an interview) must be informed, in writing or by electronic means, of the terms, conditions, and benefits of their appointment either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointments. The following information must be provided: stipends, benefits, vacation, leaves of absence, professional liability coverage, and disability insurance accessible to interns/residents, health insurance accessible to interns/residents and their eligible dependents; and the conditions under which the Still OPTI participating site provides call rooms, meals, and other services.

Intern/Resident Selection:

All Still OPTI Graduate Medical Education programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

All applicants to a Still OPTI internship or residency program will be reviewed on the basis of residency program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

The Still OPTI Graduate Medical Education Committee (GMEC) strongly suggests that all of its programs participate in an organized matching program, such as the National Resident Matching Program (NRMP), where such is available. Each Program Director may develop residency training program-specific policies that are consistent with the Still OPTI Intern/Resident Eligibility and Selection Policy approved by the GMEC. Still OPTI will monitor each of its ACGME-accredited programs for compliance regarding recruitment, selection, eligibility, and appointment.