RESIDENT ELIGIBILITY, RECRUITMENT, SELECTION, APPOINTMENT, AND CONTRACT POLICY

Resident Eligibility/Qualifications
Applicants to the Pikeville Medical Center (“PMC”) Family Medicine Residency program are required to fulfill all eligibility qualifications delineated in the GMEC Institutional policy on Resident Eligibility, Recruitment, Selection, and Appointment.

1. Applicants are required to meet one of the following qualifications to be eligible for a position in PMC’s Family Medicine Residency program:
   • Graduate of a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (“LCME”).
   • Graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (“AOA”).
   • Graduate of a medical school outside the United States and Canada, who meets one of the following qualifications:
     ○ holds a currently valid certificate from the Educational Commission for Foreign Medical Graduate (“ECFMG”) verifying final medical diploma prior to appointment,
     ○ holds a full, active and unrestricted license to practice medicine in a U.S. licensing jurisdiction in his or her current ACGME specialty/subspecialty program;
   • Graduate of a medical school outside the U.S. and has completed a Fifth Pathway program provided by an LCME-accredited medical school.

2. All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs or in Royal College of Physicians and Surgeons of Canada (“RCPSC”)-accredited or College of Family Physicians of Canada (“CFPC”)-accredited residency programs located in Canada. Before accepting a resident who is transferring from another program, the Program Director must obtain written or electronic verification of the resident’s previous educational experiences and a summative competency-based performance evaluation. The following is an exception to the foregoing: A physician who has completed a residency program that was not accredited by ACGME, RCPSC, or CFPC may enter an ACGME-accredited residency program in the same specialty at the PGY-1 level and at the discretion of the Program Director at the ACGME-accredited program and may be advanced to the PGY-2 level based on ACGME Milestones assessments at the ACGME-accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry.
3. Applicants must be eligible to obtain an unrestricted license to practice medicine in Kentucky upon completing the appropriate duration of residency training necessary to qualify for such license.

4. Applicants must be currently authorized to be permanently employed in the United States.

5. The PMC graduate medical education system is designed to train current medical school graduates moving directly into residency. It is not designed or staffed to provide remedial education or refresher training for practicing physicians. Therefore, preference will be given to applicants currently completing medical school.

6. Prior to entrance into PMC’s Family Medicine Residency program, applicant must provide appropriate documentation satisfying PMC’s requirements as stated above.

7. All applicants must meet the eligibility requirements of the ACGME Institutional Requirements.

8. Non-eligible applicants will not be considered for selection in PMC’s Family Medicine Residency program.

**Selection/Recruitment Process**
The PMC Family Medicine Residency program follows all GMEC Institutional policies on resident candidate selection and recruitment.

PMC participates in the National Resident Matching Program (“NRMP”) in graduate medical education to provide the opportunity for the residency program and applicants to consider selection options. Applications are submitted through the Electronic Residency Application Service (“ERAS”) offered by the Association of American Medical Colleges (AAMC). Resident Recruitment shall be conducted according to the policies and procedures of the NRMP Match.

In determining resident eligibility and appointment, the PMC Family Medicine Residency program selects among eligible applicants 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 residency program will not discriminate with regard to a candidate’s gender, race, religion, color, creed, national origin, disability, sexual orientation, veteran status, or other legally protected status. Pikeville Medical Center is an equal opportunity employer. Applications that have been out of medical school and/or post graduate medical training longer than 1 year will not be entertained.

Prospective residents (PGY -1) will submit their applications to the specific PMC residency program of their choosing through the ERAS. A completed application includes:
Applications will be screened to assure eligibility and prioritized based on eligibility/selection criteria. This program does not participate in J1 VISAs or HB1 VISAs.

Upon receiving a completed application, the PMC Office of Graduate Medical Education (“GME office”) will submit same to the Program Director for review.

The GME office will contact the qualified applicant and may schedule an interview with the members of PMC’s Residency Oversight Committee (“ROC”) and Chief Executive Officer or Chief Operating Officer upon the Program Director’s recommendation. Applicants will be invited to interview at a time selected by ROC, not necessarily in the order the applications were received.

All applicants who are granted interviews will be interviewed in person. Video/phone interviews will be considered.

Applicants who are invited for an interview will be informed in writing or electronically of the terms, conditions, and benefits of their potential appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability, and other insurance provided to residents and their families; and conditions under which PMC provides call rooms, meals, laundry services.

**Resident Interview**

During the interview, the applicant may be asked to answer questions regarding the diagnosis and management of medical conditions by a panel of house staff and attending physicians in order to assess the qualifications of each applicant. No offers will be made by the program before or during the interview period. Prospective residents who receive a favorable rating from the panel will be ranked in the Match system.

The Rank Order Lists submitted by students and programs for the Match will be the sole determinant of their respective preferences for the Match. Only the official Match results constitute binding obligations between students and institutions.

All interviews must be completed by the ACGME Match Deadline. If unfilled slots are available post-match, additional interviews will continue through May.
**Match Results/Appointment/Contract**

The results of the Match are binding.

Once the Match process is completed, a letter of appointment is sent to each applicant confirming the match to train at PMC. Applicants are expected to return one (1) copy of the letter of acceptance to the program before the deadline stated in the letter.

PMC will complete a Resident Contract for each matched applicant and send it within ten (10) workings days after receipt of the Match results to the applicant for his/her signature. The Resident Contract outlines the terms and conditions of the appointment to the program and implementation of these terms and conditions are monitored by the Program Director. The Resident Contract must contain or provide a reference to the following items:

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

Applicants have thirty (30) days after receiving the Resident Contract to sign and return it to the program. Failure to do so gives the program the right to notify the student of its decision to withdraw the contract offer. The ACGME, as applicable, will be notified in such situations.

Please refer to the Match Timeline for more detail.

**Duration of Appointment**

No appointment will be for more than twelve (12) months without renewal of the appointment based on satisfactory performance by the resident and the availability of a position. Terms and conditions of the appointment are specified in the yearly Resident Contract and are further described in GMEC policies and Resident’s Manual.