UNC SCHOOL OF MEDICINE

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

DEPARTMENT OF PATHOLOGY
AND LABORATORY MEDICINE
BRINKHOUS-BULLITT BUILDING
CAMPUS BOX 7525
CHAPEL HILL, NC 27599-7525

T 919.966.4676
F 919.966.6718
www.pathology.unc.edu

Fellowship Program in Transfusion Medicine at UNC Hospitals

POLICY AND PROCEDURE

POLICY ON RESIDENT ELIGIBILITY AND SELECTION FOR RECRUITMENT AND APPOINTMENT

I. All residency programs, whether accredited or non-accredited (Programs) should select residents from a pool of applicants who meet the eligibility requirements established by the ACGME or the Commission on Dental Accreditation (CODA), as applicable to the program's specialty. University of North Carolina Hospitals is a participating member of organized matching programs such as the National Resident Matching Program, Dental National Matching Service, and other advanced residency matching programs. When selecting from among qualified applicants, it is strongly suggested that Programs participate in an organized matching program, where such is available. The Designated Institutional Official (DIO) shall serve as the institutional representative for the National Resident Matching Program.

II. Applicants must meet one of the following minimum requirements in order to be considered for a residency position:
   1. Graduate of medical or dental school in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME) or CODA,
   2. Graduate of college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA),
   3. Graduate of medical school outside the United States and Canada who have either:
      1. (i) a currently valid certificate from the Educational Commission for Foreign Medical Graduates or
      2. (ii) a full and unrestricted license to practice medicine in North Carolina.
   4. Graduate of medical school outside the United States and have completed a Fifth Pathway program provided by an LCME-accredited medical school.
   5. Graduate of dental school outside the United States and meet the requirements to obtain a North Carolina Intern Permit from the North Carolina State Board of Dental Examiners.

III. Visas that permit Graduate Medical Education training must be valid as outlined in the current Graduate Medical Education Directory. The University of North Carolina Hospitals sponsors J-1 visas as part of this process.

IV. Eligible applicants will be considered 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.

1. UNC Hospitals will not discriminate with regard to sex, race, age, religion, color national origin, disability, veteran status, sexual orientation, or any other applicable, legally protected status.
2. Each program must have a written policy for resident selection and recruitment.
3. UNC Hospitals is committed to creating and sustaining an environment that values a variety of perspectives and experiences. As such, each UNC Hospitals residency program is encouraged to formally incorporate specific selection strategies into their policy for resident selection and recruitment that enhances the recruitment of residents who represent diversity in the dimensions of race, ethnicity, gender and geographic origin.

V. Each Program should consider the following in their selection process.

1. Each Program must have a selection committee that will review the applications of the program's resident candidates, both those applying for entry level positions and candidates under consideration as transfers to fill advanced-level resident vacancies within the program. Selection committee members should include the Chair, Program Director, Assistant Program Director(s) and/or residents at various levels of training.
2. For Programs participating in an organized matching program, the DIO, or his/her designee(s) from the Office of Graduate Medical Education (OGME), shall review the application of any candidate who is applying as a new resident outside of the match process, or any candidate who is applying to fill a subsequent vacancy in a Program, regardless of whether the Program participates in an approved match process. The OGME must approve all such candidates before any offer is made.
3. Programs participating in the Electronic Application Service (ERAS) may accept application materials as provided through ERAS for the Match only;
4. Interviews should be extended to the best-qualified candidates. Qualities of professionalism and character should be considered. The DIO may, in his/her sole discretion, interview and/or appoint his/her designee(s) from the OGME to interview, any candidate who is applying to a Program outside of an organized matching

process, or any candidate who is applying to fill a subsequent vacancy in a Program, regardless of whether the Program participates in an approved match process;

5. The selection process should be broad-based to include participation by faculty, residents and tour of facilities; and
6. Residency Programs must not enroll non-eligible physicians, as the enrollment of non-eligible residents may be cause for withdrawal of accreditation of the involved Program.

VI. Each program must include the following for applicants invited for interviews:

1. Candidates for interviews must receive oral and written information related to clinical rotations, didactic program, procedures for evaluating residents and programs, requirements for duty hours and call schedule, policies regarding vacation, sickness, family leave act, disability and medical/dental coverage, financial support, hospitalization, resident disability insurance, and health

insurance for residents and their families. Call rooms, meals, and laundry services or their equivalents need to be included in the information package.

2. After a resident has been selected and matched, the resident folder must retain all letters of recommendation and references.

VII. All selected applicants will be required to submit the following:

1. UNC Hospitals Application for Appointment to Graduate Medical Education,
2. Three letters of reference:
    1. (i) One letter of reference should be mailed from the Dean or designee at the School of Medicine/Dentistry from which the applicant graduated, certifying the degree awarded and the date awarded or anticipated date.
    2. (ii) One letter of reference must be mailed from the Chairman or designee in the chosen specialty at the Medical/Dental School from which the applicant graduated.
    3. (iii) A third letter of reference must be mailed from someone who has knowledge of the applicant's experience, ability, educational accomplishments and character.
3. In the case of applicants applying for positions beyond the first year, the three letters of recommendation should include one from the program director of the residency program in which the applicant has most recently served and two from members of the medical or dental staff of the hospital affiliated with the sponsoring institution of that residency program (see also VIII, Resident Transfers).
4. An official Medical/Dental School transcript, from the Registrar of the School of Medicine/Dentistry subsequent to graduation. A photocopy is not acceptable.
5. Signed Authorization for Release of Information (included with the application).
6. Pre-employment drug screening.
7. Signed background check verification.
8. Current curriculum vitae that includes date or anticipated date of medical/dental school graduation and name of UNC Hospitals residency program the applicant hopes to enter.
9. Any resident who has a disability (according to the Americans with Disabilities Act) and/or special restrictions on his/her medical license must report this information and requests for accommodations to the Program Director and the OGME no later than the first day his/her residency program begins.

VIII. Verification of Previous GME Training

To determine the appropriate level of education for a resident who is transferring from another residency program, the program director must receive written or electronic verification of the previous educational experience and summative competency-based performance evaluations of the transferring resident prior to acceptance into the program.

VIII. Appointment

UNC Hospitals and the program directors shall assure that residents are given a Graduate Medical Education Appointment Agreement provided by the GME office, which outlines the terms and conditions of their appointment to a program. UNC Hospitals shall monitor programs with regard to implementation of terms and conditions of appointment by program directors. UNC Hospitals and program directors must ensure that residents are informed of and adhere to established educational and clinical practices, policies, and procedures in all sites to which residents are assigned following their appointment to a program.

Written and Approved by GMEAC: Executive Committee Approval: GMEC Reviewed and Approved: GMEC Reviewed and Approved: MSEC Approval:

GMEC Reviewed and Approved:
November 1998 December 14, 1998 November 15, 2000 December 19, 2001 February 4, 2002 November 19, 2003
GMEC Reviewed and Approved: GMEC Revised and Approved: GMEC Revised and Approved: MSEC Approval:
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GMEC Revised and Approved: MSEC Approval:
September 20, 2006 October 17, 2007 December 17, 2008 January 12, 2009 March 17, 2010 April 12, 2010 October 19, 2011 December 12, 2011