



Policy Number:	08.2.2	Former Policy Number	25-02
Policy Name:	BHRS Graduate Medical Education Policy on Recruitment, Eligibility, Selection and Appointment of Residents and Fellows		
Authority:	ACGME Institutional Requirements IV.B.1		
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PURPOSE

To establish the process for application, eligibility, selection and appointment of residents to a training program.

BACKGROUND

The recruitment and appointment of residents to training programs sponsored by San Mateo County Behavioral Health and Recovery Services (BHRS) is based on and is in compliance with both the institutional and program requirements of the Accreditation Council for Graduate Medical Education (ACGME).

POLICY

The process of application, eligibility, selection and appointment of residents to a training program is the responsibility of the Medical Director, Designated Institutional Official (DIO), the Program Director, and/or departmental faculty with oversight by the Graduate Medical Education Committee.

Each residency / fellowship training program must establish and implement formal policies for Resident Eligibility and Selection. BHRS is an equal opportunity employer and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. In addition to being subject to specific policies and procedures required by all applicable accrediting bodies, residents and fellows are also subject to policies and procedures applicable to all San Mateo County employees.

Each training program’s written Policy for Eligibility and Selection of Residents must include a description of the criteria for eligibility and selection according to the following guidelines:

I. Recruitment

<http://smchealth.org/bhrs-documents>



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 to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointment. Information that is provided must include: stipends, benefits, vacation, leaves of absence, professional liability coverage, and disability insurance accessible to residents/fellows; and health insurance accessible to residents/fellows and their eligible dependents.

The NRMP requires programs to provide to applicants all institutional and program policies regarding eligibility for appointment to a residency training position, including expected or required academic, educational, or prior training credentials; pre-employment drug testing and background checks; and information relevant to licensure status or visa status. This information is updated annually on the GME website before resident interviews commence. A signed acknowledgement of this communication of information from each applicant is required by NRMP.

II. Selection

All BHRS graduate medical education programs must select from eligible applicants on the basis of their preparedness and ability to benefit from the residency program. In selecting from among qualified applicants for first-year positions, all residency programs must participate in the National Resident Matching Program (NRMP) and the Electronic Residency Application Service (ERAS) where such is available.

Fellowships that currently require participation in NRMP must also participate in that service. If participation in NRMP is optional then the DIO, Fellowship Program Director, and GMEC will agree to whether to participate in the NRMP.

Each training program must establish criteria for the selection of residents. Criteria should include aptitude, academic credentials, personal characteristics, letters of recommendation, and the ability to communicate. In addition, each program director may set forth specific requirements as determined by the area of specialty interest.

III. Eligibility

According to the ACGME Institutional Requirements, Section IV., applicants with one of the following qualifications are eligible for appointment to accredited residency programs:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
3. Graduates of medical schools outside the United States and Canada who meet one of the following criteria:
 - a. Have current valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment or



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- b. Have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in his/her ACGME specialty/subspecialty program.

BHRS requires the following for placement on rank order lists and appointment to a BHRS residency / fellowship program:

1. Transcript of passing scores for USMLE Step 1 and Step 2 (CK) for placement of rank order lists and appointment to the PGY 1 or PGY 2 level (or equivalent COMLEX scores).
2. Transcript of passing score for USMLE Step 3 for placement on rank order lists and appointment to the PGY 3 level or higher (or equivalent COMLEX scores).

Suggested criteria – Minimum:

- Dean's Letter, if available
- 3 Medical School Reference Letters
- Medical School Transcript
- Copy of Medical School Diploma if applicable
- Copy of ECFMG certificate, if applicable
- Copy of the Medical Education Exam Scores (National Boards, FLEX, ECFMG exam and valid certificate, FMGEMS, USMLE, COMLEX)
- Personal Interview

IV. Appointment

Upon verification by the training program that an applicant has met eligibility requirements, completed the application process, and been selected according to established criteria, he/she will begin the process of appointment. An applicant is considered fully appointed and entered into the payroll system in order to receive a salary only after all the following information has been submitted to the credentialing office:

1. Complete application packet from the program.
2. Completion of all requirements in the MedHub onboarding packet, including a signed Resident Agreement and a signed release form authorizing the GME Office to verify prior education and training of the Resident/Fellow. All requirements must be completed before Orientation.
3. Attendance at Orientation and completion of all required documents.
 - a. Residents entering the program at the PGY 1 level are required to attend the July orientation for new PGY 1 residents.
 - b. Residents with at least one year of ACGME-accredited training and fellows are required to attend the July orientation for new residents and fellows.
4. Copy of a valid VISA (if applicable)
5. Completion of the I-9 Certification
6. Completion of fingerprinting for FBI clearance
7. Completion of Pre-Employment Health Clearance

<http://smchealth.org/bhrs-documents>



V. Transfers of Residents/Fellows to BHRS

Residents who transfer from another ACGME training program must meet the eligibility requirements noted above. Before accepting a resident/fellow who is transferring from another program, the program director will obtain written or electronic verification attesting to previous educational experience and a summative competency-based performance evaluation of the transferring resident. A decision of whether to accept transfer applicants will be made by the Medical Director, Program Director and DIO.

PROCEDURE/PROTOCOL

- A. Compliance with the terms of this policy is monitored according to the following procedure:
 1. At the end of each Match cycle, the Training Program Director and/or Program Coordinator for each training program submits to the DIO, BHRS Quality Management (QM), and San Mateo County Human Resources (HR) a list of all incoming residents / fellows.
 2. The program coordinator for the residency or fellowship will work with appropriate credentialing bodies to oversee the credentialing process which includes processes completed by HR (e.g., fingerprinting and health clearance).
 3. Violation of any of the above appointment requirements is grounds for dismissal of the resident from the program.
 4. The GMEC verifies the presence of a training program’s policy for Eligibility and Selection of Residents and monitors compliance with this policy as part of the annual institutional review process.

SIGNATURES

Approved: Signature on File

Tasha Souter, MD
 BHRS Medical Director

Approved: Signature on File

Dr. Jei Africa, PsyD, FACHE
 BHRS Director



REVISION HISTORY

Date of Revision	Type of Revision	Revision Description