

Policy Title:	RECRUITMENT, ELIGIBILITY, SELECTION, AND APPOINTMENT POLICY
Most Recent Approval Date:	June 23, 2025
Contact:	Rush University Medical Center Designated Institutional Official (DIO)
Related Policies/Documents:	<ol style="list-style-type: none"> 1. House Staff Agreement 2. Diversity, Equity, and Inclusion Policy 3. Fellow Eligibility Exception GMEC Review Form 4. Accepting Transferring Residents Policy 5. Level of Training and Salary Policy 6. House Staff Licensure Policy 7. Orientation Policy 8. HR-A 12.00 Reference, Verification, and Criminal Background Investigations 9. HR-A 6.00 Health Screening & Immunity Requirements 10. HR-A 08.00 Drug and Alcohol Free Campus Policy 11. Rush Personnel Influenza Immunization Plan
Regulatory Elements:	2025 ACGME Institutional Requirements (4.2-4.2.b.3) 2025 Common Program Requirements (1.7; 2.6; 2.6.I; and Section 3), 2026 NRMP Participation Agreement for Institutions

Scope:

All Graduate Medical Education (GME) Programs under the oversight of the Rush University Medical Center (RUSH) Designated Institutional Official (DIO). This policy applies to both accredited and non-accredited GME Programs.

Purpose:

This policy defines the recruitment, eligibility, selection, appointment and pre-employment requirements for applicants applying to accredited and non-accredited Graduate Medical Education (“GME”) programs under the oversight of the Rush University Medical Center (RUSH) Designated Institutional Official (DIO).

Policy:

The program director has final responsibility, authority, and accountability for resident/fellow recruitment and selection of house staff members.

Programs will establish written policies for the criteria and protocols for soliciting applications, evaluating applications, granting interviews, and making offers, whether directly or through a matching program when available. These policies must be consistent with ACGME institutional, common, recognition and applicable specialty-specific requirements, as well as this policy.

An applicant invited to interview for a position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the program, either in effect at the time of the interview or that will be in effect at the time of their eventual appointment. Information that is provided must include: this policy; financial support; institutional policies for vacations and leaves of absence, including medical, parental and caregiver leaves of absence; and professional liability, hospitalization, health, disability, and other insurance accessible to residents/fellows and their eligible dependents. *This information can be found on the GME website on the “Information for Applicants” page.*

I. General Eligibility Criteria:

A. Applicants must meet **one** of the following qualifications to be eligible for appointment to a GME residency or fellowship program:

- Graduate from a United States medical school accredited by the Liaison Committee on Medical Education (LCME)

- Graduate from a Canadian medical school, prior to July 1, 2025 that was accredited by the Liaison Committee on Medical Education (LCME)
 - Graduate from a United States college of osteopathic medicine accredited by the American Osteopathic Association (AOA)
 - Graduate from a medical college outside the United States and **one** of the following qualifications:
 - possession of a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) and passing score for Step 1 and Step 2 of the USMLE; or
 - currently holds a full and unrestricted medical license to practice in the United States licensing jurisdiction in which the program is located; or
 - graduated from a non-US medical school **and** completion of a Fifth Pathway program provided by an LCME-accredited medical school.
 - Allied health programs must define prerequisite educational training as permitted by the specialty.
- B.** All applicants must meet program eligibility requirements as defined by the ACGME's respective specialty Review Committee and certifying specialty board (for accredited programs) or requirements defined by the department (for non-accredited programs).
- C.** Individuals must be a U.S. citizen or a legal permanent resident, or holder of a nonimmigrant status which allows employment authorization in the U.S.
- Typical nonimmigrant status include:
 - F-1 OPT or J-1 (either requires Steps 1 and 2 of USMLE (or equivalent) and ECFMG certification (if applicable) and approval from Rush Legal); and
 - H-1B (requires approval from Rush Legal and satisfactory completion of Steps 1, 2 and 3 of USMLE, and possession of a valid Illinois medical license)
 - Not all GME training programs at Rush are structured to accommodate house staff requiring visa sponsorship. Prior to recruitment programs should confirm whether their program may accommodate trainees that require visa sponsorship.
 - Any program not accredited by the ACGME must have prior "Non-Standard Training Program" recognition by the GME office to consider J-1 eligible applicants.
- D.** Meet Illinois Department of Professional Regulation (IDPR) licensure requirements.

II. Selection:

- A.** All applicants selected outside of a matching service must be reviewed and approved in writing by the GME office prior to the program offering the applicant a position in the program. *More information on accepting outside of the match appointments is available to programs on the GME intranet page.*
- B.** Programs must select from among eligible applicants based on their preparedness, ability, aptitude, academic credentials, communication skills, motivation, and integrity. Programs must not discriminate with regard to sex, gender, race, age, religion, color, national origin, ethnic background, disability, veteran status, sexual orientation, marital status, or parental status.
- C.** Programs will engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive work force of house staff, consistent with ACGME requirements and the GME Diversity, Equity, and Inclusion Policy. *Please see specific policy available in MedHub.*
- D.** Fellowship programs must adhere to their respective specialty requirements regarding fellowship eligibility during the selection process, including whether their Review Committee allows the **Resident/Fellow Eligibility Exception**.
- Programs using the Eligibility Exception must submit exceptionally qualified candidate application materials to the Graduate Medical Education Committee (GMEC) to obtain written approval prior to the rank order list deadline. *Please see specific GMEC review form available in MedHub.*

III. Appointment:

- A.** Programs must not appoint more house staff than approved by the GMEC, and if applicable, the ACGME Specialty Review Committee.

B. All appointments to the next academic year must be finalized no later than April 15th. Any positions that are not filled by April 15th will remain open for the next academic year. Programs must submit the following items for each perspective house officer to the GME office no later than April 15th:

- complete and accurate demographic information, through the GME house staff data sheet; and
- a copy of the application to the program.
- Programs must also identify any appointment conflicts during this period as house staff cannot be under contract by another institution or program during their employment period at RUSH.

C. All appointments are set in alignment for a fixed clinical training start date of July 1st, the first day of the academic year as recognized by the GMEC. Any exceptions must be submitted in writing for prior written approval by the GME office.

D. Select programs will have mandatory preclinical orientation activities house staff must participate in prior to the clinical training start date, and this will result in a hire date preceding the clinical training start date.

- House staff credit for training will align with the clinical training start date of the program or start of the academic year consistent with the Certificate of Training Policy. *Please see the specific policy available in MedHub.*
- All orientation dates must be preapproved in writing by the GME office as consistent with the Orientation Policy. *Please see specific policy available in MedHub.*

E. Any positions not funded by a GME Accounting Unit must provide the GME office with an Accounting Unit (AU) prior to the house staff member's hire date.

IV. Pre-employment Requirements:

Upon accepting a formal offer or matching into a program, applicants must complete the following requirements as instructed prior to being placed on payroll or beginning an appointment in a Rush GME program. Programs must notify all applicants who are invited to interview about these requirements. Current information programs should provide to applicants can be found on the GME website. Requirements include, but are not limited to, the following:

- Consent to and complete the criminal background check process.
- Complete Employee Health screening and pass a pre-employment drug test.
- Obtain or maintain a training or permanent medical license in the State of Illinois as described in the House Staff Licensure Policy
- Foreign medical graduates must provide documentation of a currently valid Educational Commission for Foreign Medical Graduates (ECFMG) certification.
- Non- U.S. citizens must have Permanent Resident Status, current Employment Authorization Card or other documentation that demonstrates their right to work in the United States no later than the date of hire.
- Complete I-9 employment eligibility verification.
- Meet all conditions of appointment and employment at Rush as described in the House Staff Agreement.

The Rush values of Innovation, Collaboration, Accountability, Respect, and Excellence provides the foundation of how we treat each other, our patients, and their loved ones.