



**Procedure Number: GME 24**

**Procedure Title: Eligibility, Recruitment & Selection**

**Procedure Statement:**

Applicants must have one of the following qualifications to be considered eligible for appointment to one of OHSU's ACGME accredited residency or fellowship training programs.

1. A graduate of a US medical school accredited by the Liaison Committee on Medical Education
2. A graduate of a US Colleges of Osteopathic Medicine accredited by the American Osteopathic Association
3. A graduate of a medical school outside of the US, who holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates
4. A graduate of a Canadian medical school with a graduation date prior to 7/1/2025. Those who graduate Canadian medical schools 7/1/2025 or later must obtain ECFMG certification or hold a full and unrestricted license to practice medicine in the US licensing jurisdiction in which the ACGME-accredited program is located.

House Officers are selected based upon their preparedness, abilities, aptitudes, academic credentials, communication skills, and personal qualities such as motivation and integrity. OHSU does not discriminate with regard to gender, race, age, sexual orientation, religion, color, national origin, disability or veteran status. The house officer must be legally able to work in the U.S., or eligible to obtain work authorization.

All applicants must use the ERAS system, if required by the program, or another method of providing an application, as well as primary source documentation of their Medical School Performance Evaluation, proof of graduation from medical school, their USMLE or COMLEX score report, and if prior training has occurred, a core competency-based letter from their prior program director.

When appropriate, the National Residency Matching Program is utilized in the recruitment process. **The faculty and program director must understand and follow the rules of the NRMP (or other match algorithm policies).** All programs included in the "all-in" NRMP policy must adhere to it, and all programs must share with their interviewees the contract that the resident/fellow will be signing if they match with the OHSU program. Verification of the interviewee receiving a copy of the contract must be obtained by the program.

**Off-Cycle or Positions Recruited Outside the Match**

The GME Office must review all documents below ***prior to an offer being extended by the program.*** Those individual applicants who are recruited outside of an organized match, such as those recruited after their PGY 1 year or off-cycle, must provide primary source documentation of their Medical School Performance Evaluation, proof of graduation from medical school, their USMLE/COMLEX score report, and if prior training has occurred, and a core competency-based letter from their prior program director. Programs with applicants who have significant concerns will prompt a discussion between the Designated Institutional Official and the Program Director, with the potential referral to GMEC for review.



**Resident/Fellow Eligibility Exception**

Some specialties allow for the Resident/Fellow Eligibility Exception to the usual prerequisites for consideration for appointment to a program. All candidates considered under this provision must receive GMEC approval before ranking or offering a position. OHSU GME will follow the requirements detailed in each program’s requirements and in addition, expect that candidates will have:

- Practiced clinical medicine within the past 3 years
- Submit 3 letters of recommendation, with at least one from an individual that has worked with them in a clinical capacity, not an observership or research capacity. If the candidate graduated residency within the past 3 years, one of these letters must be from the program director of the program that the candidate received their training.
- Applicants must have an evaluation of their performance by a Clinical Competency Committee within 12 weeks of matriculation.

*Peers for OHSU GMEC purposes in this context is defined as individuals qualified to enter that specialty.*

All house officers must successfully pass a background check and drug screen. Once selected, the house officer must adhere to OHSU’s Medical Staff Bylaws and Rules and Regulations and comply with the policies and administrative procedures of OHSU and any hospital or facility to which the house officer may be assigned. The house officer further agrees that he/she will adhere to the expectations and requirements of the OHSU GME USMLE/COMLEX policy (GME 33), and that he/she acknowledges that a failure to meet these requirements may result in suspension or termination from the program.

**Procedure Owner: Graduate Medical Education Committee**

**Amendment/Approving Committee: Graduate Medical Education Committee**

**Additional Resources**

| Form/Document | Use | Links |
|---------------|-----|-------|
|               |     |       |
|               |     |       |
|               |     |       |

**Version control**

| Version | Effective Date | Author | Description of Change  |
|---------|----------------|--------|--|
| 1       |                |        | Original   |
| 2       | 9/2015         | GMEC   | Revision   |
| 3       | 1/18/2024      | GMEC   | Clarified and corrected language. Added details about eligibility of exceptional candidates. |
| 4       | 8/21/2025      | GMEC   | Updated based on change to Canadian medical school accreditation away from LCME              |