

RESIDENT HANDBOOK

SECTION II: CONDITIONS OF EMPLOYMENT

RESIDENT ELIGIBILITY AND SELECTION

- I. Applicants with the following qualifications are eligible to apply for appointment to accredited residency programs:
 - a. Medical Education: Applicants must provide proof of completion of the requisite professional education. This includes proof of the following status:
 - i. Graduate (or pending graduate) of United States and Canadian medical schools accredited by the Liaison Committee on Medical Education (LCME)
 - ii. Graduate (or pending graduate) of United States colleges of osteopathic medicine accredited by the American Osteopathic Association
 - iii. Graduate (or pending graduate) of foreign medical schools who have a valid certificate from the Educational Commission for Foreign Medical Graduates

Further –
 - iv. No more than five years can have elapsed since last formal training (graduation from school, residency training, or employment) or the individual **MUST** have a full unrestricted license to practice medicine in the United States; any exceptions can, at the sole discretion of the program director and Associate Dean for GME, be considered on a case by case basis.
 - v. US Graduates:
 1. USMLE or COMLEX step 1 success (no more than 3 attempts)
 2. USMLE or COMLEX step 2 CK and CS success (no more than 3 attempts) by **matriculation** – Surgery, IM – Las Vegas; FM – Las Vegas; psychiatry Las Vegas
 3. USMLE or COMLEX step 2 CK and CS success (no more than 3 attempts) by the time **rank lists are submitted** – EM; Surgery (highly desirable), pediatrics; plastic surgery and otolaryngology; orthopedic surgery
 4. USMLE or COMLEX step 2 success **before invited for interview** – OB/GYN
 - vi. International Graduates: ECFMG certificate (no more than 3 attempts on step 1 or 2)
 1. USMLE step 2 CK and CS prior to ranking – pediatrics, internal medicine, OB/GYN
 2. For foreign international graduates, appropriate visas must be obtained prior to hiring/licensure (J1 and/or H1B)

- b. Licensure
 - i. Applicants must have the requisite education to secure an appropriate license in the State of Nevada.
 - ii. Applicants for accredited core residency programs must have the requisite education and certification to secure a restricted license in the State of Nevada.
 - iii. Applicants for accredited and non-accredited fellowship programs must have the requisite education and certification to secure a full and unrestricted permanent license in the State of Nevada including, but not limited to, documentation of successful completion of a primary training program and documentation of successful completion of USMLE parts I, II and III (maximum of 9 attempts over a 7 year period of time).
 - iv. Applicants failing to meet the requirements as outlined above before the date identified on the Graduate Medical Education Agreement are not eligible for the current academic year and shall be required to re-apply for admission to the program.

- II. Programs *select* residents from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
 - a. The Kirk Kerkorian School of Medicine at UNLV does not discriminate with regard to gender, gender identity or gender expression, race, age, religion, color, national origin, disability, veteran status, or sexual preference.
 - b. All residents must demonstrate understanding and facility in writing and speaking English.
 - c. Residents are selected for appointment to the program in accordance with institutional policies and procedures.
 - d. Residents shall be selected for appointment in accordance with program accreditation requirements. When specifically required by the accrediting body or when selection criteria are more specific than outlined by the accrediting body or by this policy, program-specific selection policies shall be maintained.
 - e. Procedure
 - i. Each residency program will develop a process and procedure for recruitment, application, and credential review as well as interview and selection of eligible students to become residents.
 - ii. The recruitment process will use accurate and appropriate methods of promoting and describing the program. Electronic web page development for this purpose must be updated annually for accuracy. As an NRMP participating institution, the NRMP rules (all in) and deadlines must be observed.
 - iii. Each GME program must develop appropriate initial screening qualities and criteria reflecting the selectivity of the program. Qualities include but are not limited to: (a) academic excellence and achievement; (b) behavior and communication skills; and (c) recommendations.
 - iv. Qualities and criteria of the Program must be used to rank order most desirable candidates. Decisions for interview should have demonstrable reason for this level of selection. Progressive rank ordering should be based on logical and clear criteria and rationale. Each GME Program should have these criteria in written form.

- v. Applicants at the interview stage should have as complete a disclosure as reasonable of curricular, rotational, and academic expectations and should have a sample contract, the Kirk Kerkorian School of Medicine at UNLV eligibility criteria, and the available benefits and regulations of the program made known to them. The Resident Handbook/Manual may be used for these purposes. An attestation of receipt should be obtained. A personal interview is mandatory.
 - vi. Levels of comparative qualifications should allow selection of the most qualified candidates. These discriminants should be in writing.
 - vii. The selection process should include a broad representation of university and community faculty, and include residents. Interviewer evaluations of candidates must be documented.
 - viii. The selection group or committee must meet to exchange opinions on candidates. The Program Director and Chair are key members of the group making the final selection.
 - ix. All US fourth year allopathic medical school graduating seniors are subject to the Match process using the ERAS application process. When applicable, fellows are selected in the same manner.
 - x. As soon as possible after the Match, programs will contact newly selected residents to begin the process of onboarding. The Match is a binding agreement. Any needs to change candidate status requires receiving a match waiver. Absence of match waivers leads to violation of match policy. A conditional offer letter will be sent immediately after the match. Letters of greeting and welcome and encouraged.
- f. Transfer of traditional trainees
- i. Before accepting a resident from a preliminary year residency or an incoming fellow from a completed primary residency from another accredited training program (either from within the Kirk Kerkorian School of Medicine at UNLV system or from an outside institution), a written verification of previous educational experience and an evaluation of past performance must be secured from the resident's current and/or previous program director(s). Such evaluation must include an evaluation of the individual's performance in each of the requisite six core competencies as well as his/her milestone records.