**NMCSD GRADUATE MEDICAL EDUCATION POLICY**

Updated: 09 April 2020

From: Graduate Medical Education Committee

 Designated Institutional Official

To: Program Directors and Chairs

 Program Faculty

 Residency Program Administrators

 Residents and Fellows

Subj: **RESIDENT AND FELLOW RECRUITMENT AND AGREEMENT OF**

**APPOINTMENT/CONTRACT POLICY**

Ref: (a) ACGME Institutional Requirements IV.A and B (effective 01 July 2018)

 (b) ACGME Common Program Requirements (effective 01 July 2020)

 (c) BUMED NOTICE 1524

**Background:**

The Naval Medical Center San Diego (NMCSD) Resident and Fellow Recruitment and Agreement of Appointment/Contract Policy is designed to ensure fair and consistent consideration for all applicants to Naval Medical Center San Diego residency and fellowship programs. Recruitment and appointment of residents and fellows to NMCSD is performed by the Program Directors through the Department of Defense Joint Service Graduate Medical Education Selection Board process. This policy is in keeping with the ACGME Institutional Requirements which states that the Sponsoring Institution must have written policies and procedures for resident/fellow recruitment and appointment (ref a).

**Definition**

1. **“Resident”** applies to all interns, residents, and fellows.

**Resident Recruitment**

1. The Bureau of Medicine and Surgery is responsible for the following:
	* Publishing the BUMED NOTICE 1524 (ref c) which details the eligibility criteria, application method, procedures for application and timeline.
	* Disseminating the BUMED Notice 1524 annually to all Navy Graduate Medical Education Sponsoring Institutions, including NMCSD.
2. The NMCSD Graduate Medical Education (GME) Administrative Office is responsible for the following:
	* Ensuring all programs are notified and in receipt of the updated annual BUMED Notice 1524.
	* Ensuring availability to all programs of a template for updated “Department of the Navy Naval Medical Center San Diego Residency/Fellowship Training Contract of Appointment.”
	* Will ensure that the Residency/Fellowship Training Contract of Appointment is posted on the external NMCSD GME website for program use during the interview season.
3. Program Directors are responsible for the following:
	* Prior to selecting residents ensuring applicants meet the “qualifications to be eligible for appointment” to an ACGME accredited program (ref a-IV.A.2; ref b- III.A).
	* Informing in writing or by electronic means all applicants invited to interview of the terms, conditions and benefits of their appointment into the program as well as institutional and program policies regarding eligibility and selection for appointment, either in effect at the time of the interview or that will be in effect at the time of appointment (ref a-IV.A.3.).
	* Providing all interviewees access to the most current Residency/Fellowship Training Contract of Appointment.
	* Ensuring fairness in recruitment without discrimination with regard to sex, race, age, religion, color, national origin, sexual orientation, disability, or any other applicable legally protected status.
4. The GMEC will monitor all programs for compliance with this policy.

**AGREEMENT OF APPOINTMENT/CONTRACT POLICY**

1. BUMED/DHA is responsible for the following:
	* Providing an agreement of appointment/contract for Navy sponsored residents and fellows to all Navy sponsored Graduate Medical Education sponsoring institutions.
2. The NMCSD Graduate Medical Education (GME) Administrative Office is responsible for the following:
	* Ensuring all programs are notified and in receipt of the updated annual “Department of the Navy Naval Medical Center San Diego Residency/Fellowship Training Contract of Appointment.”
	* Monitoring program compliance with maintaining up to date training contracts and amendments annually for all resident and fellow trainees.
3. Program Directors and Residency Program Administrators are responsible for the following:
	* Reviewing and ensuring all resident/fellow trainees sign initial “Department of the Navy Naval Medical Center San Diego Residency/Fellowship Training Contract of Appointment” during orientation and prior to beginning actual GME clinical duties.
	* Maintaining signed copies of the “Department of the Navy Naval Medical Center San Diego Residency/Fellowship Training Contract of Appointment,” and any “NMCSD Graduate Medical Education Amendment to Residency Contract Agreements” for each resident/fellow assigned to GME training at NMCSD.
	* Completing and maintaining annual reviews and amendments as residents/fellows progress through their GME training curriculum.
	* Notifying the DIO and/or GME administrative office of any recommendations for suspensions, non-renewal, non-promotion, or dismissal of any resident/fellow.

1. The GMEC will monitor all programs for compliance with this policy.

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