Subject: Eligibility and Selection Process

**PURPOSE**
To inform all interested applicants of eligibility and selection process into the residency programs at Stony Brook Southampton Hospital.

**POLICY**

**Resident Eligibility**
The program shall enroll graduates of LCME and COCA accredited Colleges of Medicine. The application process meets all requirements of the Equal Employment Opportunity and the Americans with Disability Act, in insuring that all qualified applicants are afforded a review without discrimination based on sex, race, age, religion, color, national origin, disability or any other applicable legally protected status.

**Minimum requirements**
General and minimum requirements for eligibility for consideration for a training program at Stony Brook Southampton Hospital:

1. graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME), OR
2. graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA)
3. graduation from a medical school outside of the United States or Canada AND meets one of the following additional qualifications:
   a. holds a current valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, OR
   b. holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty/subspecialty program, OR
   c. has graduated from a medical school outside the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school
4. A US citizen, permanent resident, has employment authorization identification, or has a J-1 visa sponsored by ECFMG. Stony Brook University Hospital does not sponsor H1B visas for GME training.
5. Fellowship applicants must have successfully completed an AOA or ACGME-accredited residency program and demonstrate successful completion of USMLE or COMLEX Step 3 before entering the program.
6. Residency Appointment is contingent upon demonstrating successful completion of USMLE (Step 1, Step 2 CK and Step 2 CS on the 2nd attempt) or COMLEX (Level 1, Level 2 CE and Level 2 PE on the 2nd attempt) examinations.

The program director is responsible for verification of the applicants' credentials.
Applicants who do not meet the above criteria cannot be considered for any graduate medical educational programs at Stony Brook Southampton Hospital.

Resident Selection

- Each program must review their program specific requirements and revise this policy for their program accordingly. A selection committee exists within each program and consists of, at a minimum, the program director, and a faculty member. Additional members are included at the discretion of the program director. This committee reviews all applicants and is responsible for selection of applicants for interview, participation in the interview process and the final choice of applicants to be ranked in the NMS or NRMP match or offered contracts independent of the match when this option is allowed.

- The selection committee members review all eligible applicants to the program. All applicants meeting the minimum criteria above, plus meeting program-specific criteria (such as requirements for prior training), will be reviewed by members of this committee. Applicants should be selected on the basis of residency program-related criteria such as preparedness, ability, aptitude, academic credentials, communications skills and personal qualities such as motivation and integrity. Academic credentials include medical school grades and performance as reflected in documentation received directly from the school, COMLEX or USMLE scores. Letters of recommendation from supervisors, educators and peers, when appropriate, serve to provide additional information on personal characteristics are required and evaluated as well.

- Prior graduate medical education training, where applicable, and formal educational and/or testing results submitted by the applicant will be considered. Where possible, observation of a candidate’s performance on clinical rotations at Stony Brook Medicine at Southampton Hospital and associated sites will also be considered. Other considerations are based upon didactic and clinical skills, a strong desire to learn, interview scores, and their interest in Social Medicine. The selection committee then invites selected candidates for an individual interview, which may be conducted in person (preferred) or rarely by telephone if travel to this site presents a personal hardship to the applicant. The interview allows in person confirmation of information provided in the written application as well as an opportunity to assess communication skills. Confidential evaluations by each applicant interviewer will be collected and reviewed by the selection committee, and become part of the application file. The committee, with input from the department, is responsible for the final ranking of candidates for the NRMP or NMS. Applicants will only be accepted through ERAS.
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- All current fourth year medical students from United States medical schools are required to apply through the NRMP match process. Stony Brook Southampton Hospital participates in the NRMP all-in policy and will review applicants through ERAS.

- Applicants meeting the above eligibility requirements, and the required additional documentation (letters of reference and interview) will be considered by the selection committee for positions remaining open in the program after the NRMP match, and will be offered positions by the program director if considered qualified through the Electronic Residency Application System (ERAS).

- All candidates who are interviewed shall be given a sample copy of the Stony Brook Southampton Hospital agreement of appointment and a copy of this policy. Programs will document that the candidate has received a copy of the agreement of appointment by obtaining their signature at the time of the interview.