

RESIDENT HANDBOOK  
Policies and Procedures

**II.C. RESIDENT ELIGIBILITY and SELECTION**

C. 1. Introduction

Applicants with the following qualifications are eligible to apply for appointment to accredited residency programs:

1. Medical Education

Applicants must provide proof of completion of the requisite professional education. This includes proof of the following status:

Graduate (or pending graduate) of United States and Canadian medical schools accredited by the Liaison Committee on Medical Education;

or

Graduate (or pending graduate) of United States colleges of osteopathic medicine accredited by the American Osteopathic Association;

or

Graduate (or pending graduate) of foreign medical schools who have or will hold a valid certificate from the Educational Commission for Foreign Medical Graduates at the time of training program commencement;

or

Graduate (or pending graduate) of foreign medical schools who have completed a Fifth Pathway program provided by a medical school accredited by the Liaison Committee on Medical Education (LCME).

2. Licensure

Applicants must have the requisite education to secure an appropriate license in the State of Illinois.

- (I) Applicants for accredited residency programs must have the requisite education and certification to secure a temporary license in the State of Illinois.
- (ii) 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 Illinois including, but not limited to, documentation of successful completion of USMLE parts I, II and III.

Applicants failing to meet the requirements as outlined above before the date identified in the Graduate Medical Education Agreement shall be deemed ineligible for the current academic year and shall be required to re-apply for admission to the program.

C. 2. Policy

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, integrity and program fit.

1. Loyola University Medical Center (LUMC) does not discriminate with regard to gender, race, age, religion, color, national origin, disability, veteran status, or sexual preference.
2. Residents are selected for appointment to the program in accordance with institutional policies and procedures.
3. 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.
4. Where applicable, eligible fellowship applicants must be able to see patients independently in their board-eligible specialty.
5. Transfer of traditional trainees  
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 LUMC 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 the core competencies and ACGME milestones if the resident is in an accredited program.
6. Transfer of non-traditional trainees  
Non-traditional trainees are defined as trainees who:
  - a. have not completed all of the requisite number of years of graduate medical education training as outlined by the accrediting body for the specialty at the same institution (e.g. internal medicine = 3 years, surgery = 5 years); or
  - b. have changed primary residency specialties or are attempting to change primary residency specialties; or
  - c. have a lapse from medical school or clinical training greater than two (2) years in duration (The exception made for individuals who choose to re-enter graduate medical education to complete a fellowship program following several years of medical practice is noted.)

Recruitment of all non-traditional trainees (either from within LUMC or from an outside institution) requires approval by the LUMC GME Selection Review Subcommittee. A written request signed by both the program director and department chair as well as the following documentation is required for consideration by the subcommittee:

- a. a written verification of previous educational experience and an evaluation of past performance secured from the resident's current and/or previous program director(s). Such evaluation must include an evaluation of the individual's performance in the requisite core competencies, milestones; and
- b. a current and complete curriculum vitae; and
- c. a completed LUMC application or complete current ERAS application.

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