

**CONEMAUGH MEMORIAL MEDICAL CENTER  
GRADUATE MEDICAL EDUCATION POLICY**

**RECRUITMENT, SELECTION, ELIGIBILITY, AND APPOINTMENT**

**Purpose**

To establish guidelines for selecting applicants admitted to Conemaugh Memorial Medical Center (CMMC) residency/fellowship programs.

**Applies To**

All CMMC Graduate Medical Education (GME) residency/fellowship programs.

**Policy**

GME programs will utilize the recommended standards/criteria for selection of candidates for their residency/fellowship programs. Candidates must be eligible for a Pennsylvania medical training license and meet program and institutional requirements. Any resident/fellow transferring from another program may not be selected without formal communication from the transferring resident/fellow's program director.

**Candidates for advanced placement must meet the eligibility requirements of the Specialty Board and ACGME.**

**Procedure**

**A. Resident/Fellow Selection**

1. Programs should select residents/fellows from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, and communication skills.
2. Programs will not discriminate with regard to race, age, religion, color, national origin, disability, or veteran status.
3. Programs will participate in the National Residency/Fellowship Matching Program (NRMP)
4. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be effect at the time of his/her eventual appointment.  
Information that is provided must include:
  - a. stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows.
  - b. institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence.
  - c. health insurance accessible to residents/fellows and their eligible dependents
5. Although the process of screening and interviewing applicants may be shared with members of the faculty, the final responsibility for resident/fellow selection rests with the program director.

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**B. Resident/Fellow Eligibility**

Applicants with one of the following qualifications are eligible for appointment to the residency/fellowship programs;

1. Graduates of medical schools in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME); or,
2. Graduates of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or,
3. Graduates of medical schools outside the United States or Canada who meet one of the following qualifications
  - a. holds a currently-valid Educational Commission for Foreign Medical Graduates (ECFMG) Certificate prior to appointment; or,
  - b. holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in their current ACGME specialty-/subspecialty program.

**C. Resident/Fellow Requirements**

1. All applicants are required to meet the requirements for and obtain Pennsylvania training licensure before the start of training. In general this requires passage of USMLE or COMLEX 1 and 2 and obtaining necessary visas.
2. Failure to obtain licensure on time will result in a hardship for the residency program and may result in the program petitioning for a waiver of NRMP commitment.

**References**

IR: 4.2 (Recruitment, Selection, Eligibility, and Appointment)

GMEC Revision and Approved: 10/2012, 1/2016, 3/15/2018; 2/19/2026

GMEC Review: 5/2009; 2/2026