

## **POLICY ON ELECTRONIC OR WRITTEN INFORMATION PROVIDED TO APPLICANTS**

### **PURPOSE:**

This policy addresses Accreditation Council for Graduate Medical Education (ACGME) *Institutional Requirements IV.B.3:*

*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 in effect at the time of his or her eventual appointments.*

*IV.B.3.a). Information that is provided must include: financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents.*

### **DEFINITIONS:**

See the *NSU Graduate Medical Education Glossary of Terms* dated April 1, 2021; the *ACGME Glossary of Terms* dated April 15, 2020; as well as the *Common Acronyms/Abbreviations Used in Graduate Medical Education* last updated April 4, 2019.

### **BACKGROUND:**

The NRMP requires that applicants for residency positions through the NRMP who are invited to interview must be given complete and accurate information regarding the policies and procedures governing their training programs.

### **POLICY:**

Any applicant invited to interview for a resident/fellow position will 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 in effect at the time of his/her eventual appointment.

Information that is provided must include:

- a sample contract
- financial support
- vacations, parental, sick and other leaves of absence
- professional liability
- hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents.

### **PROCEDURE:**

It is the responsibility of the DIO to ensure that all required information is updated and approved by the GMEC prior to the beginning of the interview season. The Office of GME will ensure that each applicant invited to interview will be supplied with all necessary information as required by the ACGME Institutional, Common, and Program requirements.

*Initial Approval by GMEC on July 7, 2017*

*Second Approval by GMEC on January 2, 2019*

*Reviewed and Approved by GMEC on April 8, 2021*