

Resident Recruitment/Selection/Appointment Policy

Recruitment of residents for KUSM-W sponsored programs is a responsibility of each separately accredited residency program. The Wichita Center for Graduate Medical Education (WCGME) employs the residents in Wichita and Salina Health Education Foundation (SHEF) employs the residents in Salina. Pursuant to requirements of the contract annually executed between KUSM-W and WCGME, (as the coordinating entity) WCGME will assist each program with the resident recruitment process. Selection of residents to participate and be enrolled in KUSM-W residency programs is the responsibility of the KUSM-W acting through its program directors. The KUSM-W participates in the National Resident Matching Program (NRMP) and all programs are required to abide by NRMP policies. The graduate medical education office of the KUSM-W serves as the liaison between all residency programs and NRMP.

The minimum criteria for medical and osteopathic graduates to be considered for KUSM-W residencies are:

- Academic and clinical qualifications to be appointed as a resident physician in the University of Kansas School of Medicine-Wichita sponsored residency programs;
- Eligible for employment by WCGME or SHEF;
- A student in good standing or a graduate of a medical or osteopathic school approved by the Kansas State Board of Healing Arts;
- Anticipated eligibility for licensure by Kansas State Board of Healing Arts and for registration by the U.S. Drug Enforcement Agency
- International Medical Graduates (IMG's) must have current or anticipated certification by the Educational Commission for Foreign Medical Graduates (ECFMG); or who have completed a Fifth Pathway program provided by an LCME-accredited medical school.
- For non-citizens, permanent residency status in the United States, Work Authorization, a J-1 visa, or H-1B. No other visas are accepted.

This does not preclude residency programs from developing additional criteria.

Programs will not discriminate with regard to gender, race, age, religion, national origin, sexual preference, disability, or veteran status.

Once an individual has been “matched”, or has been offered and has accepted a residency position outside the NRMP process, the program director will notify the WCGME or SHEF office so that a resident Letter of Appointment and Resident Agreement can be prepared for signatures. In order to issue a Letter of Appointment and an Agreement, the WCGME or SHEF office must be provided with the following:

- Application for Residency
- ECFMG Certificate and Visa (if applicable)
- Starting and Estimated Completion Dates
- Year-in-Program

When the signed agreement is received from the resident, the respective office will forward a copy to the program director. A copy of the application for residency is sent to the Kansas City campus to enroll the resident in the University of Kansas. The WCGME and SHEF offices will assist the new residents in applying for state licensure, DEA registration and to meet all other requirements for employment. All contracted residents must submit two certified copies of their medical school diploma prior to beginning residency.

Individuals with prior residency training must have a letter/certificate from their previous program director(s). This letter must document residency credit and dates of training.

Rev: 5/18/93

6/19/01

9/06/01

4/13/06