



VALLEY HEALTH TEAM
Family Medicine Residency Program

Section:	<i>Family Medicine Residency Program</i>
Document Number:	<i>GME003</i>
Title:	<i>Electronic or Written Information Provided to Applicants</i>
Responsible Department:	<i>Graduate Medical Education</i>
Created:	<i>07/12/2016</i>
Revised:	<i>02/21/2019</i>
Superseded:	<i>07/12/2019</i>
GMEC Approved:	<i>05/23/2019</i>
Board of Directors Approved:	<i>07/18/2019</i>
Effective:	<i>07/19/2019</i>
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POLICY:

It is the policy of the Graduate Medical Education Committee (GMEC) that each GME program provide to all applicants invited to interview for a resident/fellow position information, in writing or by electronic means, the terms, conditions, and benefits of appointment to the Accreditation Council for Graduate Medical Education (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 appointment.

SCOPE:

Applies to all accredited programs at Valley Health Team.

PURPOSE:

The purpose of the below policy is to meet recruitment requirement of providing electronic or written information to applicants.

PROCEDURE:

The National Resident Matching Program (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.

This must include:

- A sample contract.
- All institutional policies regarding eligibility for appointment to a residency program.

It is the policy of Valley Health Team that, at a minimum, programs provide to applicants who are invited to interview for residency positions the information above, in either electronic or hard copy format, and to document that the information has been shared. The programs will be responsible for maintaining this documentation. If they wish, programs may share more information with the interviewees, including printed copies of the material listed above.



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Soyla A. Reyna-Griffin, CPA
Chief Executive Officer

Date

Maggie Rubio
President, Board of Directors

Date