

## PROCEDURE GME22

**Subject:** APPLICANT INFORMATION

**Effective Date:** APRIL 2005

**Applies to:** THE METHODIST HOSPITAL SYSTEM  
- GME PROGRAMS

**Date Revised:** OCTOBER 2016

**Originating Area:** GRADUATE MEDICAL  
EDUCATION COMMITTEE

**Target Review Date:**  
OCTOBER 2019

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### I. GENERAL STATEMENT

The National Residency Matching Program (NRMP, the “Match”) requires that applicants for residency positions through the NRMP must be given complete and accurate information regarding the policies and procedures governing the prospective training Programs. This procedure describes the information that Programs must distribute and documentation that the information has been received.

### II. REQUIREMENTS FOR APPLICANT INFORMATION

- A. Programs must provide complete, timely, and accurate Information to interviewed Applicants for residency positions through the NRMP. This must include:
  - a. A sample Houston Methodist Agreement of Appointment that the Applicant will be expected to sign if matched to the program and that includes details of compensation and benefits
  - b. . All Houston Methodist policies regarding eligibility for appointment to a residency program (Procedures GME03—Resident Eligibility, Selection, and Appointment; GME04—Residents with Visas; HR 42—Employment, and HR88—Alcohol and Drugs in the Workplace.
- B. It is recommended that the information described in Section II.A., be provided through electronic reference (<http://www.houstonmethodist.org/education/gme-postgraduate/>. Click on GME Residencies & Fellowships, click on Institutional Policies).
- C. Programs should provide interviewed Applicants for residency positions through the NRMP a copy of the Acknowledgment of GME Information for Houston Methodist Hospital. The Program must ensure that the Applicant signs and returns the bottom half of the form to the Program. The Program Director will be responsible for maintaining this documentation.
- D. Programs may share more information with interviewed applicants, including printed copies of the material in II.A above.
- E. Programs must at all times abide by the terms of the NRMP Match Participation Agreement for Programs found at <http://www.nrmp.org/>.

### **III. ALL-IN POLICY PROGRAM PARTICIPATION AND EXCEPTIONS**

- A. All programs that participates in the Main Match must register and attempt to fill all of its positions through the Match or another national matching plan. A “program” is defined by its ACGME number.
- B. The All-In Policy applies to positions for which the NRMP offers matching services:
  - a. All PGY-1 positions as well as PGY-2 positions in specialties accredited to begin at either the PGY-1 or PGY-2 level, regardless of whether the program begins in the PGY-1 or PGY-2 year.
  - b. PGY-2 positions that are “Reserved” (“R”) for applicants who are eligible to begin advanced training in the year of the Main Match.
  - c. PGY-3 positions in Child Neurology.
- C. PGY-2 or higher positions, in specialties accredited to begin only at the PGY-1 level, and PGY-3 or higher positions in specialties accredited to begin at either the PGY-1 or PGY-2 level are not subject to the Policy because the NRMP does not match for those positions.
- D. This policy shall also apply to those fellowship programs in the Specialties Matching Service Match (fellowships) that have voluntarily implemented the All In Policy and that are listed at <http://www.nrmp.org/>.
- E. Exceptions
  - a. Post-SOAP positions: preliminary positions created by programs at the conclusion of the Supplemental Offer and Acceptance Program for partially matched applicants who need either a PGY-1 or PGY-2 position to achieve a full course of training.
  - b. Off-cycle appointments: positions becoming available after the Match opens in September and for which training would begin prior to February 1 in the year of the Match. If training would begin after January 31, the position must be filled through the Match.
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Approved by Graduate Medical Education Committee [10 March 2005] [12 March 2009] [14 February 2013] [10 November 2016]

#### AUTHORITATIVE REFERENCES

National Resident Matching Program (NRMP) Match Participation Agreements