Recruitment of residents for sponsored programs is a responsibility of each separately accredited residency program. The Methodist Healthcare System (MHS) employs the residents. MHS will assist each program with the resident recruitment process. Selection of residents to participate in residency programs is the responsibility of MHS acting through its GME Program Directors. In selecting from among qualified applicants, programs should participate in the National Resident Matching Program (NRMP) and all programs are required to abide by NRMP policies. The graduate medical education office (GME) of MHS serves as the liaison between all residency programs and NRMP.

The minimum criteria for to be considered for MHS residencies are:

- Academic and clinical qualifications to be appointed as a resident physician
- Eligible for employment by MHS;
- A graduate of an approved medical school;
- Current medical licensure and registration by the U.S. Drug Enforcement Agency;
- Must have completed an ACGME or RCPSC accredited program in general surgery of not less than five years and be certified by the ABS or be eligible to sit for the exam;
- International Medical Graduates (IMG’s) must have current 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, or a J-1 visa. 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 GME office so that a Resident Agreement can be prepared for signatures. In order to issue an Agreement, the GME office must be provided with the following:

- Application for Residency
- Curriculum Vitae (CV)
- ECFMG Certificate and Visa (if applicable)
- Starting and Estimated Completion Dates
- Full legal name and contact information

The agreement/contract will include residents’ responsibilities, duration of appointment, financial support and any conditions for reappointment, if applicable.

When the signed agreement is received from the resident, the GME office will forward a copy to the Program Director. The GME office will assist the new residents to meet requirements for employment. Licensure and privileges must be granted prior to the onset of the resident rotation.
Licensure and Privileges

1. Prior to employment, licensure/certification is verified by telephone or letter to the Texas State Board of Medical Examiners or other appropriate state board for physicians relocating to Texas. The license must be active. This may delegate this to Methodist Healthcare System Medical Staff Office.

2. At the time of employment, copies of the professional licensure are filed in the resident’s personnel folder.

3. Medical staff privileges at MHS must be maintained in order to remain employed.

4. License numbers for all residents are maintained in the GME Office.

5. If a license is not renewed in a timely manner, the resident will be suspended until the license is reinstated.

6. MHS will pay licensure fees but not late charges. To receive reimbursement, the resident should submit the renewal application upon receipt.

MHS Policy: Equal Employment and Prohibited Harassment – 100.115.16.14