

Information Provided to Applicants Policy

Wisconsin Northern & Central GME Consortium (WiNC)

Initial GMEC Approval:	09-25-2019
Last GMEC Review Date:	10-19-2023

Scope

This policy pertains to all WiNC-sponsored residency/fellowship programs. The term resident/residency is used synonymously with fellow/fellowship unless otherwise specified. (GMEC approved 10/20/2022)

Purpose

To describe the dissemination of and the information which must be provided to an applicant invited to interview for a resident/fellow position.

Guidelines

1. Means of Disseminating Information to Applicant
 - a. Information will be provided to the applicant electronically. If desired, an applicant may request the information in writing.
2. Information Provided to Applicant
 - a. Qualifications of Applicant and Resident Recruitment and Selection policies approved by the GMEC.
 - b. MCW-CW Psychiatry Residents: Military Selective Service Act and Selective Service Registration Information.
 - c. MCW-CW Psychiatry and Prevea Health Eau Claire Residents: Statement on Citizenship Immigration Status for Prospective Resident.
 - d. Information regarding the interview, credential checking, and any local program criteria.
 - e. 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 appointment by providing a copy of the current Resident Employment Information Manual approved by GMEC.
 - f. Current year's Agreement of Appointment letter.
 - g. Materials describing the 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.
 - h. Other items as may be required by the ACGME or NRMP.
 - i. Applicants who successfully match at a WiNC sponsored program will receive a written contract in approximately 2 weeks, complete with the most current salary and benefits summary.

Responsibilities

The WiNC Graduate Medical Education Committee is responsible for:

1. Reviewing and updating the information provided to applicants at least annually.
2. Ensuring that each applicant has received information regarding the conditions, and benefits of employment, eligibility and selection policies approved by the GMEC, and other items as may be required by the regulatory organizations.

Local Program Directors are responsible for:

1. Sending the above described information to the applicants invited to interview.

For GMEC ACGME Reference

ACGME Institutional Requirements (2022)

IV.B.3.a) 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 the applicant's eventual appointments.^(Core)

- IV.B.3.a) Information that is provided must include:
- IV.B.3.a).(1) stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows;^(Core)
- IV.B.3.a).(2) institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence; and^(Core)
- IV.B.3.a).(3) health insurance accessible to residents/fellows and their eligible dependents^(Core)