

Policy Title	GME Onboarding
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POLICY	
PURPOSE	<p>The MHS onboarding process consists of several critical steps necessary to have Residents cleared to start their training program. Unnecessary, excessive and/or avoidable delays in the completion of the onboarding process are disruptive and may cause MHS serious and/or extreme hardship. It may also cause the Resident to be delayed or excluded from the program.</p> <p>The purpose of this policy is to communicate MHS’s expectations related to Residents’ participation and cooperation throughout the MHS onboarding process.</p>
SCOPE	<p>The policy applies to all MHS-sponsored GME residency training programs, both accredited and non-accredited.</p> <p><i>Note:</i> In addition to being subject to specific policies and procedures required by all applicable accrediting bodies, GME Residents are also subject to policies and procedures applicable to MHS employees generally and enjoy those benefits of employment applicable to MHS employees of comparable classification.</p>
ACRONYMS	<p>MHS – Memorial Healthcare System GME – Graduate Medical Education NRMP – National Resident Matching Program CASPR – Central Application Service for Podiatric Residencies PA – Program Administrator PD – Program Director TPL – Training Program Liaison (for J-1 Visa residents)</p>
DEFINITIONS	<p>“Resident” refers to all incoming new trainees who have most recently matched with MHS through the National Resident Matching Program or the Central Application Service for Podiatric Residencies</p>
PROCEDURES	<p>Applicants who have matched with an MHS GME Program will be contacted by MHS with instructions and detailed information about the MHS onboarding process. Residents are expected to be proactive, timely and truthful in completing all onboarding requirements.</p> <p>Throughout the onboarding process, Residents may be contacted by different MHS representatives, including PAs, PDs, TPL, Talent Acquisition and HR team members, and others. Residents are expected to maintain timely and professional communication regarding their progress (<i>i.e.</i>, any delays) and/or any issues in completing the onboarding requirements.</p> <p>MHS may rescind and/or terminate the Resident Training Agreement and request the NRMP or CASPR to waive or delay MHS’ Match commitment if circumstances arise that cause MHS an unanticipated serious and/or</p>

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	<p>extreme hardship, or Resident is ineligible or unable to begin training, including but not limited to:</p> <ul style="list-style-type: none"> - Resident fails to fulfill MHS onboarding requirements; - Resident fails to timely complete MHS onboarding requirements, leading to an unreasonable delay to the start of training; - Resident demonstrates a lack of communication and/or transparency regarding issue(s) and/or delay(s) impacting the start of training; - Unexpected circumstances, even if out of Resident’s control, that may unreasonably delay his/her ability to start of training; - Resident provides inaccurate or incomplete information to MHS; or - Resident changes specialty.
REFERENCES	
ORIGINAL ISSUE DATE	January 2022
REVIEW/REVISION DATES	
POLICY OWNER	<p>Office of Academic Affairs</p> <p>If any of the statements contained in this policy conflict with any verbal statements or agreements made by any representatives of MHS, then the statements contained in this policy shall control the outcome of any such conflict.</p> <p>Memorial reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Healthcare System or as required by applicable law, regulation, or governing/accrediting body.</p> <p>Employees who have questions regarding information contained in this policy should contact the Office of Academic Affairs.</p>