

## Guidelines for Institutional Policy and Procedure on Selection of Residents

1. All requests for admission to an AOA-approved medical residency should be made in writing to the program director. This should include:
  - A. Applicant's curriculum vitae;
  - B. Official copy of diploma or medical school transcript;
  - C. Letters of recommendation, the numbers and sources of which are to be determined by the program director.
2. Minimum resident qualifications shall be:
  - A. Graduation from an AOA-accredited college of osteopathic medicine;
  - B. Membership in the AOA;
  - C. Successful completion of an AOA-approved internship.
3. Upon receipt of application, the program director shall notify the applicant in writing of its receipt and any deficiencies, if noted, within one (1) month.
4. All applicants considered for acceptance shall be scheduled for an interview with the program director and others, as determined appropriate by the program director.
5. At the time of interview, the applicant shall be provided with a copy of the AOA/ACOI *Basic Standards for Residency Training in Internal Medicine* and appendices, program policies and salary/benefits summary.
6. The applicant shall be notified in writing by the program director of acceptance into the program no later than two (2) months prior to the anticipated start date.
7. An AOA-approved contract between the applicant and the funding agency (program, hospital, medical school or consortium) shall be made in writing prior to the first start day of the training program. This contract shall confirm the aspects of the program as submitted to the resident at time of interview, and shall include a clause regarding circumstances of termination of the contract by either party.
8. Selection of residents shall not be based on race, color, sex, religion, creed, national origin, age, or sexual orientation, or physical disability which would not directly impede the training process.