INSTITUTIONAL RESPONSIBILITIES FOR RESIDENTS
(ACGME Institutional Requirements II.A. – II. F.)

II.A. Eligibility and Selection of Residents:
The Sponsoring Institution must have written policies and procedures for resident recruitment and appointment and must monitor each program for compliance. These eligibility requirements must address the following:

1. Resident eligibility: Applicants with one of the following qualifications are eligible for appointment to programs:
   a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
   b) Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
   c) Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
      (1) Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or,
      (2) Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are training.
   d) Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

2. Resident selection
   a) The Sponsoring Institution must ensure that its ACGME accredited programs select from among eligible applicants on the basis of residency program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. ACGME-accredited programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.
   b) In selecting from among qualified applicants, it is strongly suggested that the Sponsoring Institution and all of its programs participate in an organized matching program, such as the National Resident Matching Program (NRMP), where such is available.

II. B. Financial Support for Residents:
Sponsoring and participating sites must provide all residents with appropriate financial support and benefits to ensure that they are able to fulfill the responsibilities of their educational programs.

II. C. Benefits and Conditions of Appointment:
Candidates for programs (applicants who are invited for an interview) must be informed, in writing or by electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which the Sponsoring Institution provides call rooms, meals, laundry services, or their equivalents.

II. D. Agreement of Appointment
1. The Sponsoring Institution and program directors must assure that residents are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program.

2. The Sponsoring Institution must monitor programs with regard to implementation of terms and conditions of appointment by program directors.

3. The Sponsoring Institution and program directors must ensure that residents are informed of and adhere to established educational and clinical practices, policies, and procedures in all sites to which residents are assigned.

4. The resident agreement/contract must contain or provide a reference to at least the following institutional policies:
   a) Residents’ responsibilities;
   b) Duration of appointment;
   c) Financial support; and,
   d) Conditions for reappointment
      (1) Non-renewal of appointment or non-promotion: In instances where a resident’s agreement will not be renewed, or when a resident will not be promoted to the next level of training, the Sponsoring Institution must ensure that its programs provide the resident(s) with a written notice of intent no later than four months prior to the end of the resident’s current agreement. If the primary reason(s) for the nonrenewal or non-promotion occurs within the four months prior to the end of the agreement, the Sponsoring Institution must ensure that its programs provide the resident(s) with as much written notice of the intent not to renew or not to promote as circumstances will reasonably allow, prior to the end of the agreement.
      (2) Residents must be allowed to implement the institution’s grievance procedures if they receive a written notice either of intent not to renew their agreement(s) or of intent to renew their agreement(s) but not to promote them to the next level of training.
   e) Grievance procedures and due process: The Sponsoring Institution must provide residents with fair, reasonable, and readily available written institutional policies and procedures for grievance and due process. These policies and procedures must minimize conflict of interest by adjudicating parties in addressing:
      (1) Academic or other disciplinary actions taken against residents that could result in dismissal, non-renewal of a resident’s agreement, non-promotion of a resident to the next level of training, or other actions that could significantly threaten a resident’s intended career development; and,
      (2) Adjudication of resident complaints and grievances related to the work environment or issues related to the program or faculty.
   f) Professional liability insurance
      (1) The Sponsoring Institution must provide residents with professional liability coverage and with a summary of pertinent information regarding this coverage.
      (2) Liability coverage must include legal defense and protection against awards from claims reported or filed after the completion of the program(s) if the alleged acts or omissions of the residents are within the scope of the program(s).
   g) Health and disability insurance: The Sponsoring Institution must provide hospital and health insurance benefits for the residents and their families. Coverage for such benefits should begin upon the first recognized day of their respective programs, unless statute or regulation requires a later date to begin coverage. The Sponsoring Institution must also provide access to insurance to all residents for disabilities resulting from activities that are part of the educational program.
h) Leaves of absence
   (1) The Sponsoring Institution must provide written institutional policies on
       residents’ vacation and other leaves of absence (with or without pay) to include
       parental and sick leave; these policies must comply with applicable laws.
   (2) The Sponsoring Institution must ensure that each program provides its
       residents with:
       (a) a written policy in compliance with its Program Requirements
           concerning the effect of leaves of absence, for any reason, on satisfying
           the criteria for completion of the residency program, and
       (b) information relating to access to eligibility for certification by the
           relevant certifying board.

i) Duty Hours: The Sponsoring Institution must have formal written policies and
   procedures governing resident duty hours.

j) Moonlighting
   (1) The Sponsoring Institution must have a written policy that addresses
       moonlighting. The policy must:
       (a) Specify that residents must not be required to engage in
           moonlighting;
       (b) Require a prospective, written statement of permission from the
           program director that is included in the resident’s file; and,
       (c) State that the residents’ performance will be monitored for the effect
           of these activities and that adverse effects may lead to withdrawal of
           permission.
   (2) Sponsoring Institutions and program directors must closely monitor all
       moonlighting activities.

k) Counseling services: The Sponsoring Institution should facilitate residents’ access to
   confidential counseling, medical, and psychological support services.

l) Physician impairment: The Sponsoring Institution must have written policies that
   describe how it will address physician impairment, including that due to substance abuse.

m) Harassment: The Sponsoring Institution must have written policies covering sexual
   and other forms of harassment.

n) Accommodation for disabilities: The Sponsoring Institution must have a written
   policy regarding accommodation, which would apply to residents with disabilities. This
   policy need not be GME-specific.

5. Closures and Reductions: The Sponsoring Institution must have a written policy that addresses
   a reduction in size or closure of a residency program or closure of the Institution. The policy must
   include the following:
   a) The Sponsoring Institution must inform the GMEC, the DIO, and the residents as soon
      as possible when it intends to reduce the size of or close one or more programs, or when
      the Sponsoring Institution intends to close; and,
   b) The Sponsoring Institution must either allow residents already in the program(s) to
      complete their education or assist the residents in enrolling in an ACGME-accredited
      program(s) in which they can continue their education.

6. Restrictive Covenants: Neither the Sponsoring Institution nor its programs may require
   residents to sign a non-competition guarantee.

II. E. Resident Participation in Educational and Professional Activities

1. The Sponsoring Institution must ensure that each program provides effective educational
   experiences for residents that lead to measurable achievement of educational outcomes in the
ACGME competencies as outlined in the Common and specialty/subspecialty-specific Program Requirements.

2. The Sponsoring Institution must ensure that residents:
   a) Participate on committees and councils whose actions affect their education and/or patient care; and,
   b) Participate in an educational program regarding physician impairment, including substance abuse and sleep deprivation.

II. F. Resident Educational and Work Environment

1. The Sponsoring Institution and its programs must provide an educational and work environment in which residents may raise and resolve issues without fear of intimidation or retaliation. Mechanisms to ensure this environment must include:
   a) An organization or other forum for residents to communicate and exchange information on their educational and work environment, their programs, and other resident issues.
   b) A process by which individual residents can address concerns in a confidential and protected manner.

2. The Sponsoring Institution must provide services and develop health care delivery systems to minimize residents’ work that is extraneous to their GME programs’ educational goals and objectives. These services and systems must include:
   a) Patient support services: Peripheral intravenous access placement, phlebotomy, and laboratory and transporter services must be provided in a manner appropriate to and consistent with educational objectives and quality patient care.
   b) Laboratory/pathology/radiology services: Laboratory, pathology, and radiology services must be in place to support timely and quality patient care.
   c) Medical records: A medical records system that documents the course of each patient’s illness and care must be available at all times and must be adequate to support quality patient care, residents’ education, quality assurance activities, and provide a resource for scholarly activity.

3. The Sponsoring Institution must ensure a healthy and safe work environment that provides for:
   a) Food services: Residents must have access to appropriate food services 24 hours a day while on duty in all institutions.
   b) Call rooms: Residents on call must be provided with adequate and appropriate sleeping quarters that are safe, quiet, and private.
   c) Security/safety: Appropriate security and personal safety measures must be provided to residents at all locations including but not limited to: parking facilities, on-call quarters, hospital and institutional grounds, and related facilities.