



Notice of Employment Eligibility Requirements at EW Sparrow Hospital

The following information is being provided to all applicants who interview at a program that is employed at EW Sparrow Hospital (Sparrow). This information provides each applicant with the minimum requirements necessary to be employed with EW Sparrow Hospital. If you match to a program or an outside the match position is offered, all requirements must be completed by the expected start date provided on the official contract. Minimal changes may occur (e.g. required modules) to the requirements. The application process for a residency is separate from the matching process. You must register through the program's match program (NRMP, AOA Intern/Resident Matching Program, Urology Match, etc.) in order to be ranked in the Match.

Minimum Employment Requirements:

Eligibility to work in the US to be eligible for an appointment contract for residency training with EW Sparrow Hospital, all current or expected trainees must possess one of the following for the duration of all anticipated years of training:

- be a United States citizen
- be in possession of a green card
- be in possession of an EAD (work permit)
- possess an ECFMG –sponsored J-1 visa and be in possession of the DS-2019 before any work can begin.

Sparrow does not sponsor H-1B visas.

Michigan Educational Medical and Pharmacy License- The State of Michigan requires all house staff to have, at minimum, a Michigan Educational Medical and Pharmacy License before/on the start date of the official contract. This includes obtaining required fingerprinting for the license in a timely fashion so the licenses will be valid on the start date of the official contract. The cost for a new educational medical and pharmacy license and fingerprinting may need to be paid by the house staff before their official start, but the costs will be reimbursed after the official contract start date.

Background Check Sparrow is committed to selecting and hiring the most capable residents and fellows in order to pursue its strategic goals of excellence. All offers of appointment to Sparrow and MSU sponsored GME programs are specifically conditioned upon a criminal background investigation. Background checks will be carried out by an agency on behalf of the Sparrow Graduate Medical Education or Sparrow Human Resources Office.

Medical Clearance A pre-placement health statement including supporting documentation (i.e. titers, ppd results, chest x-ray, etc.) must be completed prior to employment. This will also include, but is not limited to, a drug screening and Nicotine Testing.

BLS/ACLS All incoming house staff may be required to be certified in BLS and ACLS. BLS/ACLS certification or recertification must be done at Sparrow. The cost of recertification or certification done outside of Sparrow will be the responsibility of the resident or fellow. Other certifications may be required before the official contract start date based on the needs of the program.

Training Modules Sparrow may require that all incoming house staff complete and pass specific training modules provided during pre-orientation.

Various Paperwork Sparrow requires all incoming house staff to complete and return all documentation provided by Sparrow Human Resources or the Program before the official contract start date. Items that must be returned before your start day, but is not limited to, are the online application for employment at Sparrow, a copy of your diploma sent to your program and copies of current ACLS/BLS certification with expiration dates. Included is the return of the Residency/Fellowship contract within four weeks of receiving the contract. The Nicotine Attestation form, given before or during interviews, must be signed and given to the program. If a Nicotine Attestation form is not on file with the program, you will not be considered in the Match.

Benefits Sparrow requires that all incoming residents sign up for their health, vision and dental benefits within 30 days of their start date. Failure to complete required benefit information within 30 days of the start date will leave the incoming house staff with no health, vision or dental insurance and the only opportunity to be added to the benefits will be during open enrollment. Sparrow's health insurance is available on the first day of the month following your official contract start date. Those that do not have health insurance on the first day of employment due to Sparrow's waiting period (first day of the month after hire) can seek health insurance through the Health Insurance Marketplace at healthcare.gov at their own expense.

Program Transfers Per ACGME requirements, those transferring from another program (including those going into Fellowship) must be able to submit to the Program Director written or electronic verification of previous educational experiences and a summative competency-based performance evaluation.

Resident Eligibility General Criteria

- 1.0 Resident candidates are eligible for consideration if they are students in their final year of medical school in good standing or graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME). In addition, any candidate must also have passed part one and part two of the USMLE before they are considered eligible for ranking.
- 2.0 Resident candidates are eligible for consideration if they are students in their final year of medical school in good standing or graduates of COCA accredited colleges of osteopathic medicine in the United States. In addition, any candidate must also have passed part one and part two of the Comlex before they are considered eligible for ranking.
- 3.0 Resident candidates are eligible for consideration if they are students in their final year of medical school in good standing or graduates of medical schools outside of the United States and Canada and who meet one of the following qualifications:
 - 3.1 Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG). This certificate must be presented to the program before they are interviewed. No applicant will be considered for an interview unless they can present their ECFMG Certificate and are able to prove that they have passed part one and two of the Boards.
 - 3.2 Have a full and unrestricted license to practice medicine in a United States licensing jurisdiction.

- 3.3 Resident candidates are eligible for consideration if they are students in their final year of medical school in good standing graduates of medical schools outside the United States who have completed a Fifth Pathway Program provided by an LCME-accredited medical school and who also meet the requirements of having a current ECFMG certificate. In addition, any candidate must also have passed part one and part two of the Boards before they are considered eligible for ranking.

Additional Information for Foreign Medical Graduates

You must be in possession of an ECFMG (Educational Commission for Foreign Medical Graduates) certificate in order to commence residency training in the United States. Please visit the ECFMG website at www.ecfm.org for additional information on how to obtain certification.

Note: This list may not be inclusive of all items needed before your official contract start date. Additional specific program requirements may exist and will be provided after the match results. This Attestation is not a guarantee of employment, but is to outline items that are required if you are selected.

To All Candidates:

By signing this form, you are attesting to the information above and that you have received and reviewed a draft contract for the program.

Print Name

Date

Signature