



Origination 07/2015  
Last Approved 12/2024  
Effective 12/2024  
Last Revised 12/2024  
Next Review 12/2027

Owner Kristel Maes:  
Therapy Services  
Educator  
Policy Area Rehabilitation  
Therapies  
Applicability UNC Medical  
Center

## Resident/Fellow Eligibility and Selection for Recruitment and Appointment

### I. Description

It is the policy of the Rehabilitation Therapies to select residents and fellows (referred to as "trainees" in this policy) from a pool of applicants who meet the eligibility requirements established by the applicable program's specialty.

### II. Policy

Rehabilitation Therapies teammates and those involved in the selection process must maintain the integrity of the trainee selection process in compliance with all state and federal hiring regulations.

Applicants must meet the following minimum requirements to be considered for a position as a trainee:

- Graduate of an accredited therapy program.
- Eligible for an NC license to practice in the associated program.

Eligible applicants will be considered based on residency/fellowship program-related criteria such as their relevant experience, preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

- UNC Hospitals will not discriminate about sex, race, age, religion, color, national origin, disability, veteran status, sexual orientation, or any other applicable, legally protected status.
- UNC Hospitals is committed to creating and sustaining an environment that values a variety of perspectives and experiences.
- Applications will be reviewed by the Program Director, Program Coordinator, and Work Supervisor(s) as applicable using an agreed-upon rubric.

Each program must include the following for applicants invited for interviews:

- Applicants receive oral and written information related to clinical rotations, didactic programs, procedures for evaluating trainees and programs, requirements for program hours and schedule, policies regarding PTO and the training programs, and benefits offered to trainees as posted on the [GME webpage](#).
- The selection process includes the participation of program leadership, work supervisor(s), and faculty. Decisions are made based on an agreed-upon rubric and discussions to reach consensus as needed.

All selected applicants will be required to submit the following:

- UNC Hospitals Application for Appointment.
- Letters of reference.
- Essay as applicable.
- Signed Authorization for Release of Information (included with the application).
- Pre-employment drug screening.
- Signed background check verification.
- Current resume that includes date or anticipated date of graduation and name of UNC Hospitals training program the applicant hopes to enter.
- Any trainee who has a disability (according to the Americans with Disabilities Act) and/or special restrictions on their license must report this information and requests for accommodations to the Program Director and the Office of Graduate Medical Education at the time the offer letter is signed.

### III. Responsible for Content

Rehabilitation Therapies Program Directors and Coordinators.

#### Approval Signatures

Step Description	Approver	Date
Policy Stat Administrator	Judith Strubin: Mgr Program-IP	12/2024
	Stephen Finch: VP Operations - UNCMC	12/2024
	Mark Prochazka: Admin Dir Rehab Svcs	12/2024
PolicyStat Administrator	Judith Strubin: Mgr Program-IP	11/2024

## Applicability

UNC Medical Center

COPY