Residency Process and Match Process

- **Appointment Forms**
  Use for appointing new Housestaff and Match Process.
  Must enter new housestaff residents into NI before submitting the form with applications for processing.

- **MATCH 2019-2020**
- Residents Orientation date for PGY-1 New Housestaff June 24, 2019
- New PGY-2 & Above-July 1, 2019
**Appointment Authorization Form**

McGaw Medical Center of Northwestern University  
Office of Graduate Medical Education

240 East Huron Street, Suite 1-200  
McGaw Pavilion, Chicago, IL 60611  
Tel. (312) 503-7975 Fax (312) 503-5230

**Department:** Name  
**Program:** (A – O) Name  
**Program:** (P – Z) Name

The Executive Committee has determined that the following GRADUATE TRAINEES have fulfilled all requirements to ENTER or be PROMOTED in this Program.  
**NOTE:** PLEASE INDICATE IF APPOINTMENT IS PROBATIONARY. Any appointment in excess of the total number of positions approved by the individual hospitals of Northwestern McGaw Medical Center or its affiliated institutions will be charged to the appointing departments.

Please indicate the Appointment Type in the second column below as follows:  
I = Initial Appointment  
R = Reappointment  
T = Transfer from another McGaw Program

<table>
<thead>
<tr>
<th>Appt Type</th>
<th>Name of Trainee (Last Name, First Name)</th>
<th>Gender</th>
<th>International Medical Graduate</th>
<th>Visa Type (If Applicable)</th>
<th>ECFMG #</th>
<th>PGY Level</th>
<th>Appointment Dates</th>
<th>For GME Use</th>
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Signature of Authorization: ________________________  
Date: ________________________  
(Program Director)
Reappointment Forms

• Housestaff promoted to next PGY-level
• Making up time
• Going into Lab (stipend B is require)
  o Urology
  o General Surgery
  o Plastic Surgery
  o Vascular Surgery (Integrated)
Appointment Form
Used for Initial and Reappointed

- Housestaff promoted to next PGY-level
- Making up time
- Going into Lab (stipend B)
  - Urology
  - General Surgery
  - Plastic Surgery
  - Vascular Surgery (Integrated)
FORMS

The first week in April 2019, Nancy and I will be emailing all Program Coordinators advising when the following forms are due in the GME office.

a. Completion of training form  
b. Sign out sheet form  
c. Certificate request form

Need names of Chief Medical Residents (CMR) for academic year 2019-2020
The following house staff will satisfactorily complete their training in the above program at McGaw.
The completion date stated below will be the last day for payroll and benefits.
To ensure there will be no disruption to internally-transferring trainees' payroll and benefits,
please indicate in far right columns their transfer details.

<table>
<thead>
<tr>
<th>Name of Resident or Fellow</th>
<th>Completion Date</th>
<th>Start Date</th>
<th>Program</th>
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Signature of Program Director

Date
NAMASTE