

Resident Eligibility and Selection

I.V.A. The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment and appointment and must monitor each program for compliance.

AdventHealth Orlando GRADUATE MEDICAL EDUCATION ADMINISTRATION

Title: Resident/Fellow Eligibility and Selection Process - ACGME	Policy # 1005-A
Issue date: July 2015	Developed by: Ava Fulbright
Revision dates:	Approved by: GMEC May 2015

I. PURPOSE:

To establish guidelines pertaining to the selection of residents and fellows who will participate in Hospital residency programs.

II. POLICY:

The Program Director is responsible for the selection and ranking of all candidate(s) that meet the programs eligibility and selection criteria. Input is gathered from other members of the teaching faculty and residents as an important part of the selection process. The Sponsoring Institution must ensure that all residents and fellows selected are eligible as defined below. Institutions and ACGME-accredited programs that enroll non-eligible residents are subject to non-appealable administrative withdrawal by the ACGME.

III. PROCEDURE:

Hospital residency programs will comply with ACGME standards when selecting Resident and Fellow applicants. Programs will participate in the National Resident Matching Program where applicable and will abide by its rules and regulations. All PGY I positions in each program will be listed with the NRMP as part of the All-In policy. There are no exceptions to this policy.

The program director is responsible to ensure that each resident or fellow who is considered for admission fully meets the standards and criteria.

A. Resident eligibility/qualifications:

Applicants with one of the following qualifications are eligible for appointment to ACGME-accredited programs:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME); or

2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or,
3. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - a. Holds a currently-valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or,
 - b. Holds a full and unrestricted license to practice medicine in a US licensing jurisdiction in the ACGME specialty/subspecialty program in which they are in training; or,
 - c. Graduates of medical schools outside the United States who have completed a Fifth Pathway* program provided by an LCME-accredited medical school.
 1. [*A Fifth Pathway Program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions:
 - a) have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States medical school;
 - b) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools;
 - c) have completed all of the formal requirements of the foreign medical school except internship and/or social service;
 - d) have attained a score satisfactory to the sponsoring medical school on a screening examination; and
 - e) have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Step 1 and 2 of the United States Medical Licensing Examination (USMLE).]

B. Resident selection:

1. Hospital will ensure that its ACGME-accredited programs select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. We shall not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.
2. In selecting from among qualified applicants, Hospital and its programs participate in an organized matching program, such as the National Resident Matching Program (NRMP).
3. Programs are not obligated, but **may agree** to accept a successful applicant for a J-1 Visa (Exchange Visitor). Program Director should be aware that sometimes a potential candidate will not qualify for J-1 status, therefore, the PD should determine whether the candidate should be placed on the Match list by reviewing the criteria for J-1 status on the ECFMG website at www.ecfm.org in advance of the rank meeting.

Programs are not obligated, but **may agree** to accept a successful applicant for a H1B Visa providing the candidate can meet the criteria for such Visa.

4. For programs that use the Electronic Residency Application Service (ERAS): candidates must submit all documents through ERAS as required by the program. Programs that do not use ERAS must provide application information directly to candidates that inquire. Those selected for further consideration by the department must appear for a personal interview.

5. If there is a question regarding the eligibility of an applicant, the final decision will rest with the Designated Institutional Official/Chief Academic Officer for Graduate Medical Education.
 - a. The Hospital will conduct background checks on all residents and in some cases, fingerprinting. Other background checks will be conducted as determined by FH Human Resources.
 - b. Program directors will obtain the following information about residents in other programs who plan to transfer to a Hospital residency:
 - Verification of previous educational experiences
 - A summative, competency-based performance evaluation of the transferring resident's performance
 - The usual hospital background checks that may include fingerprinting
- C. Financial Support for Residents: Hospital will provide all residents with appropriate financial support and benefits.
- D. Benefits and Conditions of Appointment

Candidates for hospital-accredited programs (applicants who are invited for an interview) will be informed, in writing or by electronic means, of the terms, conditions, and benefits of 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. All of these elements may be found in the contract, GME P&P Manual, and the resident manual. Depending upon the timing of the interview, some of the data furnished are subject to change due to new or change in policy, laws, and other events that cannot be predicted at that time.

**AdventHealth Orlando
GRADUATE MEDICAL EDUCATION ADMINISTRATION**

Title: Resident/Fellow Eligibility and Selection Process - AOA	Policy # 1005-B
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I. PURPOSE

To ensure a consistent, fair and non-discriminatory process for the selection of osteopathic residents into the training program and to clearly define the minimum criteria for the selection of residents.

II. POLICY

Applications: The applicant applies to the residency program through the Electronic Residency Application Service (ERAS). The program director or designee shall review all applications received. Only candidates deemed eligible for residency as defined by the American Osteopathic Association (AOA) will be considered.

Interviews: The program director or designee reviews the applications, recommendation letters, and Dean's Letter. Based on criteria specific to the program, a decision is made whether to invite the applicant to a personal interview with the program. The program director, faculty, and residents shall conduct the applicant interviews and shall follow the policies of the Intern Resident Registration Program (IRRP).

Resident Eligibility: Applicants with the following qualifications are eligible for appointment to the accredited osteopathic program at the Sponsoring Institution:

1. The applicant must be a graduate of a college of osteopathic medicine in the United States accredited by the AOA.
2. The applicant must have passed COMLEX I and maintain membership in the AOA.
3. The applicant must submit three letters of recommendation, CV, personal statement, transcripts, and his/her Medical School Dean's Letter.

Resident Selection

1. Interns/Residents are selected without regard to age, race, color, religion, sex, disability, veteran status, sexual orientation, national origin, or any other applicable legally protected status.
2. The selection is based upon preparedness, ability aptitude, academic credentials, personal characteristics such as motivation and integrity, and the ability to communicate verbally and in writing.
3. The osteopathic program will assess all the applicants who have been interviewed and rank the applicants based on the recruiting criteria developed by the program. Applicants must have passed COMLEX II in order to be ranked.
4. The program prepares its match list and submits it to the AOA Intern Resident Registration Program (IRRP).
5. The program director, faculty, and applicants are to follow the policies of the AOA IRRP.

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.