

## RESIDENT/FELLOW APPOINTMENTS

### ELIGIBILITY RESIDENT/FELLOW & SELECTION PROCESS (ACGME), POLICY #: 1005-A

Issue date: July 2015	Developed by: Ava Fulbright
Revision dates:	Approved by: GMEC May 2015

#### PURPOSE

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

#### 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 staff, 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.

#### PROCEDURE

Programs will comply with ACGME standards when selecting Resident and Fellow applicants. Programs will participate in the National Resident Matching Program (NRMP) where applicable and will abide by the rules and regulations. All PGY-1 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.<sup>33</sup>

**Resident Eligibility/Qualifications:** Applicants with one of the following qualifications are eligible for appointment to ACGME-accredited programs:

- I. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME); or
- II. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or,
- III. 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 United States licensing jurisdiction in his or her current ACGME specialty/subspecialty program; or,
  - d. Has graduated from a medical school outside the United States and has completed a Fifth Pathway\*\*<sup>34</sup> program provided by an LCME-accredited medical school.

#### **Resident Selection:**

1. Administration 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

<sup>33</sup> ACGME Institution Requirements IV.A.

<sup>34</sup> \*\* IV.A.2.c.(3): 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: (1) 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; (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) have attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) 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 Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).

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](http://www.ecfm.org) in advance of the rank meeting.
4. 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.
5. 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.
6. 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.
7. The Hospital will conduct background checks on all residents and in some cases, fingerprinting. Other background checks will be conducted as determined by AH Human Resources.
8. 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

**Financial Support for Residents:** Hospital will provide all residents with appropriate financial support and benefits.

**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 to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment.<sup>35</sup>

- I. Information that is provided is: financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents.<sup>36</sup>

All these elements may be found in the contract, GME P&P Manual, and the 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.

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<sup>35</sup> ACGME Institutional Requirements IV.A.3.

<sup>36</sup> ACGME Institutional Requirements IV.A.3.a)

## ELIGIBILITY & SELECTION PROCESS (AOA), POLICY #: 1005-B

Issue date: July 2015	Developed by: Ava Fulbright
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### 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.

### POLICY

- A. **Applications:** The candidate must apply to the 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.
- B. **Interviews:** The program director or designee reviews the applications fully; letters or recommendation, MSPE, scores, personal statement. Based on criteria specific to the program, a decision is made whether to invite the applicant to an in-person interview. The program director, faculty, and residents shall conduct the applicant interviews and follow the policies of the Intern Resident Registration Program (IRRP).
- C. **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.

## **INTERNATIONAL MEDICAL GRADUATES AND VISAS**

An International Medical School Graduate (IMG) is defined as a graduate of a medical school located outside of the United States and Canada. Citizens of the United States who have completed their medical education in schools outside the United States and Canada are considered international medical graduates; non-U.S. citizens who have graduated from medical schools in the United States and Canada are not considered international medical graduates.

The Educational Commission for Foreign Medical Graduates (ECFMG), through its program of certification, assesses whether international medical graduates are ready to enter residency or fellowship programs in the United States that are accredited by the Accreditation Council for Graduate Medical Education (ACGME). ACGME requires international medical graduates who enter ACGME-accredited programs to be certified by ECFMG.

To be eligible for certification by ECFMG, international medical graduates must meet requirements set forth in their informational booklet. The requirements pertain to medical school eligibility and satisfying the medical science and clinical skills examinations (Step 1 and Step 2 CK, Step 2 CS of the USMLE).

The following visa classifications qualify for application to AH GME ACGME training programs:

- **J-1:** temporary nonimmigrant visa reserved for participants in the Exchange Visitor Program
- **H-1B:** a non-immigrant visa available to hired international employees in a specialty occupation.

AH will sponsor successfully matched IMGs to any GME training program for any of the above visa classifications at the discretion of the Program director. Through the AH GME Human Resource Coordinator, AH is equipped with a visa specialist that will guide the visa application process as necessary.

Please allow 120 days for the processing of a J-1 visa.

## **VISITING RESIDENTS**

All visiting residents must be approved by the AH program director PRIOR to submission to AH GME.

Residents wishing to spend elective time at an AH GME programs or clinics should apply directly to the program in which the training will take place. Requirements for visiting residents may be found on the AH GME website, [www.adventhealthorlandogme.com](http://www.adventhealthorlandogme.com)

The department and resident should allow at least 60 days for contracting when possible.

## **NATIONAL RESIDENT MATCHING PROGRAM**

AH participates in the National Resident Matching Program (NRMP) for PGY-1 positions. All positions shall be filled through the Match unless the DIO has approved the program to fill all accredited positions outside of the Match.

The purpose of NRMP is to match medical students and other applicants with hospitals to obtain internships and residencies. Applicants submit a confidential list to the NRMP ranking their desired programs. Participating hospitals also enter a confidential list of most desired applicants. Each program's proposed lists are subject to the approval of the DIO.

All of the applicants and hospitals are informed of the result of the match. Programs are not allowed contact with ranked applicants until the national announcement of the match has taken place. Programs are expected to submit a list of Matched candidates to AH GME's Human Resources Coordinator within 48 hours of the match. AH GME Administration will send employment contracts to all matched applicants.

## RECOMMENDATION OF APPOINTMENT

All resident contracts will be issued by the AH GME Human Resources Coordinators. Execution of the contract by a resident indicates that the resident is familiar with the terms of the contract, is eligible and available to continue residency/fellowship, and has reviewed the GME Manual. The GME Manual outlining the Policies and Procedures will be posted to the AH GME website ([www.adventhealthorlandogme.com](http://www.adventhealthorlandogme.com)) and in New Innovations (NI).

Recommendation of appointment for continuing residents must be submitted to the AH GME Human Resources Coordinator no later than February 1st each year for the following July 1st.

If a program director is unsure that a specific resident may not receive a contract to continue training the next academic year (non-renewal), the program director or program coordinator should notify the GME office as soon as possible. If the final decision is non-renewal or non-promotion, the program must provide the Resident, with as much notice as possible, with a written notice.

The program and residents are responsible for verifying home addresses before submission of recommendation.

Program directors recommending a resident for continued appointment who are on (or will be placed on) remediation or probation must be reviewed with the DIO. Documentation for review should include: assessment of the basic competencies and milestones sub-competencies in total with emphasis on those for which the resident is on remediation or probation; remediation plan; and, re-assessment(s) completed to date. All recommendations are subject to review and final approval by the DIO.

## LEVEL OF APPOINTMENT

A resident's appointment is determined in accordance with the level recognized by their specialty/sub-specialty board in the residency-training program. Should a resident/fellow have questions as to their appropriate level, this may be resolved with the program before acceptance of appointment.

## AGREEMENT OF APPOINTMENT

AH GME will assure that appointed residents are provided with a written agreement/contract, renewable on an annual basis, which outlines the terms and conditions of their appointment to a program<sup>21</sup>. A resident's initial agreement and subsequent renewal agreement will be issued by the AH GME Human Resources Coordinator.

## RESIDENT ORIENTATION/CERTIFICATIONS

All new hires will receive communication from the GME Human Resources Coordinators. Residents/Fellows are mandated to attend the general AdventHealth Employee Orientation, in addition to the GME specific orientation. Orientation days are paid for new residents/fellows. **All residents are expected to attend each day's session, arrive promptly to the orientation site and be prepared to fully participate in orientation.** During orientation, you must wear appropriate attire for a casual business setting (no jeans, shorts, flip flops, etc.). Anyone not attending orientation as required, will be subject to a delay in the start of their clinical training.

Each program will determine whether residents will complete BLS, NRP, ACLS and PALS certification courses before orientation. Residents not completing their required certifications may experience a delay in starting their residency training. These courses will be provided to new residents at no cost via the AdventHealth Training Center. AH GME will not reimburse any costs of courses taken outside of the AH Training Center.

All new residents must have a valid certification in all of these courses specifically required by their training program. A new resident who possesses a valid certification (i.e. from medical school) should check their program's requirements for certification and renewal to ensure they remain in compliance with the certification policies through the course of their residency.

New residents may be disqualified from the training program if they do not consent to AH orientation activities, have significant positive findings on background checks, have illicit substances detected on drug screening without a bona fide medical indication or, otherwise do not meet the requirements for beginning their program at AH. Extraordinary circumstances preventing a new resident from participating fully, must be presented to the AH GME Human Resources Coordinator through a letter of approval from the program director before the date of orientation. In this circumstance, all orientation requirements must be fulfilled within 30 days of actual start date.

Each program will further define orientation specific to its requirements and clinical specialty/sub-specialty and will communicate those requirements to the resident/fellow.

The AdventHealth Training Center is located at:  
201 Park Place, Suite 321, Altamonte Springs, FL 32701  
Phone: 407-303-5288, Email: FH\_AHA@adventhealth.com

Hours of operation: Monday – Thursday: 8:00 am – 4:00 pm, Friday: 8:00 am – 2:00 pm

### **DISTANCE POLICY**

AH bylaws mandate that all medical staff members shall be geographically available to fulfill their patient care obligations. Residence and office shall be within a 25-mile radius of one of the AH facilities. Medical staff members, whose patient responsibilities are primarily exercised at one campus, shall be located (both office and residence) within a 25-mile radius of that campus. Upon the recommendation of the Department Chairman, the Credentials Committee may consider requests for exception to this requirement on an individual basis.

AH GME physicians in training shall abide by the 25-mile radius requirement as well. The GME Office preference is that physicians in training reside within a 10-mile radius of the primary site where they train.