

 OhioHealth	POLICY & PROCEDURE	
	TITLE: Recruitment, Selection, Eligibility and Appointment of Trainees	NUMBER: ME-1000.062
	ISSUE DATE: 7/1/18	EFFECTIVE DATE: 7/1/18
	DEVELOPED / REVISED BY: OhioHealth Graduate Medical Education Policy Committee	
	REVIEWED BY: Doctors Hospital GMEC Dublin Methodist Hospital GMEC Grant Medical Center GMEC O'Bleness Hospital GMEC Riverside Methodist Hospital GMEC General Counsel Academic Council	DATE REVIEWED: 2/28/2018 3/22/2018 3/8/2018 4/10/2018 4/13/2018 4/23/2018 4/19/2018
	APPROVED BY: Academic Council	

SCOPE

This policy is in effect for the following OhioHealth system business units: Doctors Hospital, Dublin Methodist Hospital, Grant Medical Center, O'Bleness Hospital, and Riverside Methodist Hospital Medical Education Departments.

STATEMENT OF PURPOSE:

To define the requirements and procedures for the recruitment, eligibility, selection and appointment of trainees for graduate medical programs at OhioHealth.

DEFINITIONS:

Trainee: Any physician in an institution-sponsored graduate medical education program (GME), including interns, residents, and fellows. As applicable, the term “trainee” shall include individuals participating in non-accredited, but OhioHealth-recognized, fellowship programs.

Sponsoring Institution: The organization (or entity) that assumes the ultimate financial and academic responsibility for a graduate medical education program. The sponsoring institution has the primary purpose of providing education programs and/or health care services.

POLICY:

The Graduate Medical Education Committee (GMEC) shall monitor compliance and provide oversight of the recruitment, eligibility, selection and appointment of trainees in keeping with the procedures described below.

Program directors, as well as other faculty members, are responsible for carrying out recruitment and selection activities and assigning appointment of trainees who fully meet ACGME and program specialty requirements and who conform to OhioHealth policies, including those of the Department of Medical Education, the Graduate Medical Education Committee, applicable Medical Staff By-Laws, Rules and Regulations, and to applicable state and federal laws.

SELECTION:

All OhioHealth graduate medical education programs must select from eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. In selecting from among qualified applicants for first-year positions, all residency programs must participate in the National Resident Matching Program (NRMP) and the Electronic Residency Applicant Service (ERAS) where such is available.

OhioHealth does not discriminate against associates or applicants because of race, color, genetic information, religion, sex, sexual orientation, gender identity or expression, age, ancestry, national origin, veteran status, military status, pregnancy, disability, marital status, familial status or other factors that cannot lawfully be used as a basis for an employment decision. (See OhioHealth Policy and Procedure HR-701.000 "Equal Employment Opportunity"). OhioHealth will consider applicants who are U.S. citizens, lawful permanent residents, asylees and refugees, and other individuals with work authorizations that do not require visa sponsorship by the hospital. With the support of the Vice President for Academic Affairs, exceptions may be granted at the discretion of OhioHealth Office of the General Counsel.

ELIGIBILITY (IR: IV.A.2):

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

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
 2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
 3. Graduates of medical schools outside the United States and Canada who meet one of the following criteria:
 - c. Holds a current-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/her current ACGME specialty/subspecialty program
- or
- c. Has graduated from a medical school outside the United States who has completed a Fifth Pathway* program provided by an LCME-accredited medical school.

**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 U.S. 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 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).

Qualifications for Accredited Transfer Positions: (CPR: III.A.1)

1. All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs.
2. Before accepting a resident who is transferring from another program, the program director must obtain a summative, competency-based written or electronic evaluation of each applicant using ACGME or CanMEDS Milestone assessments from the prior training program.
3. A physician who has completed a residency program that was not accredited by ACGME, RCPSC, or CFPC may enter an ACGME-accredited residency program in the same specialty at the PGY-1 level and, at the discretion of the program director at the ACGME accredited program may be advanced to the PGY-2 level based on ACGME Milestones assessments at the ACGME-accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry.

Qualifications for Accredited Fellowship Positions: (CPR: III.A.2, FAQs)

1. All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, or in an RCPSC-accredited or CFPC- accredited residency program located in Canada. During the transition to a single GME accreditation system, an individual who completes a program after it has achieved ACGME Initial Accreditation is eligible for appointment to an ACGME-accredited fellowship presuming that the core residency program completed by the individual is in a specialty that is an acceptable prerequisite as specified in the applicable subspecialty Program Requirements.
2. Fellowship programs must receive verification of each entering fellow's level of competency in the required field using ACGME or CanMEDS Milestone assessments from the core residency program. For those residents without Milestones reports, programs must contact the specialty program director from the fellow's most recent residency program to obtain the required information.
3. Exceptions will be granted for exceptionally qualified applicants who meet all of the following criteria:
 - a. Approval from the Program Director and the fellowship selection committee after assessment of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty; and
 - b. Review and approval of the applicant's exceptional qualifications by the GMEC or a subcommittee of the GMEC; and

- c. Satisfactory completion of the United States Medical Licensing Examination (USMLE) or the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Steps 1, 2, and, if the applicant is eligible, Step 3, and
- d. For an international graduate, verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.

Qualifications for non-accredited OhioHealth-sponsored training programs:

1. All applicants interested in non-accredited OhioHealth-sponsored training programs must contact the Sponsoring Institution for a complete list of qualifications, selection criteria, and documentation needed, and to request an application.

RECRUITMENT:

OhioHealth will actively recruit qualified applicants for its campus-based residencies and fellowship training programs, with institutional supervision by the Department of Medical Education and Graduate Medical Education Committee.

All programs must adhere to the requirements and rules of the resident/fellow matching program with which they participate.

Applicants applying for any level of training and participating in the NRMP Match must not have a current Match commitment for any level of training or any residency program, and will not be considered for an interview unless a waiver has been granted by the NRMP. Full disclosure of Match commitments is expected and required of all applicants. Program staff will check match history on the NRMP website for all applicants prior to offering an interview. Any applicant with a concurrent match will not be considered for an interview.

INFORMATION PROVIDED TO APPLICANTS: (IR: IV.A.3.):

All applicants who interview with programs as part of the recruitment process are provided the following information pertinent to appointment conditions and benefits:

1. Sample copy of current Employment Agreement for Residents and Fellows.
2. Current salary for all postgraduate training years.
3. Summary of benefits outlining professional liability, hospitalization, health, disability and other insurance accessible to trainees and their eligible dependents, vacations, parental, sick, and other leaves of absence.
4. Institutional support services including call rooms, library, meals, etc.

TRAINEE APPOINTMENTS (IR.B.1):

1. Applicants who formally match or are otherwise appointed to OhioHealth training programs shall be notified and promptly offered a one-year agreement of appointment for signature outlining the terms and conditions of their appointment.
2. Fully executed agreements shall be considered binding for employment with the following contingencies:
 - a. Applicants must undergo and satisfy requirements of a hospital-conducted physical examination prior to starting the training program.

- b. Applicants must pass the requirements of a hospital-conducted pre-training drug screening examination.
 - c. Applicants may be required to show evidence of immune status or prior immunization thereof for selected communicable diseases according to the then current policies at OhioHealth.
 - d. Applicants must satisfy requirements of OhioHealth Human Resources criminal background checks.
 - e. ACLS certification shall be required prior to activation of employment in clinical settings.
 - f. Applicants must undergo government payer sanction screening, and must not be barred from participating in federal healthcare programs prior to beginning training.
3. Policy ME-1000.002 “Verification of Entering Trainees” provides a complete list of documentation needed prior to beginning training.

MONITORING: (IR: IV.A.1):

A program’s compliance with the terms of this policy is monitored according to the following procedure:

1. At the end of each Match cycle, the Program Director submits to the Director of Graduate Medical Education a list of all incoming trainees.
2. Eligibility of candidates is monitored through the credentialing process conducted by the Department of Medical Education.
3. Programs must use the current Office of General Counsel approved Appointment Agreement and obtain the DIO co-signature.
4. The GMEC monitors individual training program compliance with this policy through the Annual Program Evaluation and Special Reviews.

REFERENCES:

Accreditation Council for Graduate Medical Education. (effective July 1, 2017). ACGME Common Program Requirements. III.A. and III.C.

Accreditation Council for Graduate Medical Education. (effective July 1, 2015). ACGME Institutional Requirements. IV.A.

American Osteopathic Association. (effective July 1, 2018). The Basic Documents for Postdoctoral Training. IV.F.

HR-701.000 Equal Employment Opportunity (effective 2016)