

GME Policy #: III-K	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 1 of 6 Effective: 06-20-08
	Subject: House Staff Eligibility, Selection, Recruitment and NRMP	

POLICY

This policy will address the following:


- Accreditation Council for Graduate Medical Education (ACGME) and Pennsylvania Hospital of the University of Pennsylvania Health System (PAH) requirements for resident eligibility for both Liaison Committee on Medical Education (LCME) and international graduates
- resident selection
- recruitment process
- National Resident Matching Program (NRMP) requirements

It is the policy of the PAH and its affiliated hospitals to conduct house staff selection and recruitment processes that are free from impermissible discrimination. In compliance with federal and state laws and regulations, University of Pennsylvania and PAH policies, and Graduate Medical Education (GME) institutional policy, no person shall be subject to discrimination in the process of house staff selection on the basis of race, national origin, gender, religion, age, disability, marital or parental status, status as a Vietnam-era veteran, sexual orientation, or gender identity.

SCOPE

The eligibility, selection, recruitment and appointment of residents to training programs sponsored by the PAH is based on and is in compliance with the institutional, common and specific program requirements of the ACGME as well at State Board of Medicine Requirements. This policy also applies to all individuals transferring into a PAH sponsored program.

IMPLEMENTATION

Supersedes	
	Issued by: R. Michael Buckley, MD Designated Institutional Official

GME Policy #: III-K	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 2 of 6 Effective: 06-20-08
	Subject: House Staff Eligibility, Selection, Recruitment and NRMP	

The process of application, eligibility, selection and appointment of residents to a program is the responsibility of the Designated Institution Official (DIO), Office of GME, Departmental Chair, the Program Director, and/or departmental faculty.

PROCEDURE


Resident Eligibility

ACGME Institutional Requirements

As per ACGME Institutional Requirements, applicants for residency training at any PAH facility must meet one of the following qualifications:

1. Graduate of medical school in the United States and Canada accredited by the LCME or the American Osteopathic Association (AOA).
2. Graduate of an international medical school, meeting one of the following qualifications:
 - a. Have a currently valid Educational Commission for Foreign Medical Graduates (ECFMG) certificate or
 - b. Have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction.
3. Graduate of international medical school 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 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

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GME Policy #: III-K	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 3 of 6 Effective: 06-20-08
	Subject: House Staff Eligibility, Selection, Recruitment and NRMP	

Graduate Examination in the Medical Sciences, Parts I and II of the examination or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).


PAH Requirements

The Program Director is responsible for verifying that an applicant meets the following eligibility requirements:

- An applicant must be able to perform the duties required of the program.
- An applicant must demonstrate English language proficiency to the satisfaction of the Program Director.
- An applicant is accepted into the program only after a negative result on a pre-matriculation drug test as administered by the PAH Drug Testing Program and a satisfactory criminal background check (GME Policy #III-G House Staff Onboarding, PAH Policy #02-01-14 and #02-01-13).
- An applicant must meet all program-specific eligibility requirements. These may include, but are not limited to, the following:
 - Application only submitted through the Electronic Resident Application System (ERAS), if available.
 - Participation in the NRMP or other matching process.
 - A minimum standard of performance on the USMLE board examinations.
 - Documentation of successful completion of a minimum amount of clinical work in a supervised setting in the U.S. medical system.
 - A maximum length of time elapsed since completion of medical school.
 - A maximum length of time elapsed since the practice of medicine.
 - A commitment to complete the entire training program.

International Medical Graduates

Program directors and/or program coordinators are responsible for contacting the GME Office if contemplating the recruitment of an international medical graduate.

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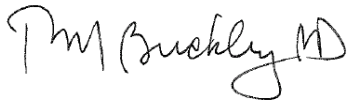
GME Policy #: III-K	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 4 of 6 Effective: 06-20-08
	Subject: House Staff Eligibility, Selection, Recruitment and NRMP	

The following additional requirements must be met:

- An appropriate Visa is required prior to the beginning of training. The Office of GME handles all Visa requests pertaining to trainees from international/foreign medical schools. PAH accepts Visas in only two categories: J-1 or H1-B. **The Graduate Medical Education Office only sponsors clinical J-1 Visas.** Any training program wishing to sponsor a person on an H1-B Visa must contact the University of Pennsylvania Office of International Programs.
- Foreign medical graduates must have current ECFMG certification in order to obtain a training license in the state of Pennsylvania.
- Each training program is expected to provide incoming house staff from outside the US with appropriate orientation that will familiarize them with local culture and assist them with the acclimation process.

All programs of PAH and its affiliated hospitals must participate in the NRMP match process and every effort must be made to fill all available training positions (for both core residency and fellowship programs) through the appropriate corresponding NRMP process. All accredited core programs must participate in the NRMP except for those specialty programs who either participate in a separate matching program or for which there is no established match process. All first year residency positions (PGY-1) should be offered through the NRMP. When programs do not fill through the match, certain positions may subsequently be filled from the pool of unmatched applicants, or other sources, as long as they meet institutional standards.

All resident applicants must be screened against Office of the Inspector General (OIG) and General Services Administration (GSA) lists; individuals listed by a federal agency as excluded, suspended, or otherwise ineligible for participation in federal programs are ineligible for training at PAH.

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GME Policy #: III-K	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 5 of 6 Effective: 06-20-08
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Resident Selection

Each training program will develop written policies that include the criteria and procedures used by programs to select residents and the length of time the program keeps its applications on file. The selection process should include, at a minimum, a review of eligible applicants by a program selection committee, individual interviews, and/or written interview evaluations.

Criteria used for selection may include, but are not be limited to, the following:

- Review and confirmation of eligibility requirements
- Performance on standardized medical knowledge tests
- Overall academic performance in medical school
- Recent clinical training or experience
- Demonstrated ability to choose goals and to complete the tasks necessary to achieve those goals
- Maturity and emotional stability
- Honesty, integrity, and reliability
- Lack of history of drug or alcohol abuse
- Satisfactory criminal background check
- Motivation to pursue a career in the selected specialty
- Prior research and publication experience
- Verbal and written communication skills (personal statement and interviews)
- Letters of recommendation from faculty
- Dean’s letter
- Medical school transcript
- The ability to reside continuously in the U.S. for the length of training
- A commitment to complete the entire training program

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GME Policy #: III-K	Graduate Medical Education Policy & Procedures Pennsylvania Hospital	Page 6 of 6 Effective: 06-20-08
	Subject: House Staff Eligibility, Selection, Recruitment and NRMP	

Recruitment

The program’s written procedure for selection shall include a description of the application process as well as the eligibility criteria noted above.


The application process should include the following:

- How and to whom an application must be submitted,
- Deadlines, if any, for application submission,
- What constitutes a completed application,
- The process of notification in the event an applicant is selected for interview,
- The method by which each applicant is informed of the terms, conditions and benefits of appointment (and employment).

MONITORING

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

- Each June the Program Director and/or Program Coordinator submits to the Office of GME a verification that all incoming residents of the program meet the eligibility requirements described previously.
- The GMEC reviews the written procedure for selection and verifies compliance with this policy as part of the internal review process.
- The Director of GME will monitor compliance with the NRMP rules through central activation of the match during each recruitment cycle.

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