

INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY

SUBJECT: Recruitment, Eligibility, Selection & Appointment

DATE EFFECTIVE: April 22, 2005

POLICY: Supervision

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I. PURPOSE:

This policy is designed to define the requirements and procedures for the recruitment, eligibility, selection, and appointment of trainees for graduate medical education (GME) programs at Children's National Hospital (CH).

II. POLICY SCOPE:

All Accreditation Council for Graduate Medical Education (ACGME) or non-ACGME accredited residency and fellowship programs sponsored by CH.

III. DEFINITIONS:

Trainee

Trainee refers to all interns, residents and fellows participating in an ACGME or Non-ACGME accredited training programs sponsored by CH.

Training Program

Training program or program refers to an ACGME or Non-ACGME accredited internship, residency or fellowship training program sponsored by CH.

Candidates

Applicants who are invited to a GME training program for an interview.

IV. POLICY:

The recruitment and appointment of Trainees to training programs sponsored by CH is based on compliance with both the institutional and program requirements of the Accreditation Council for Graduate Medical Education (ACGME). The process of application, eligibility, selection, and appointment of Trainees to a training program is the responsibility of the division chief and the program director, with oversight by the GME Office. Each training program must establish and implement formal policies for Trainee eligibility and selection. Training programs must not

discriminate with regard to sex, race, age, religion, ethnicity, national origin, sexual orientation, disability, or veteran status. The training program's written policy must include a description of the criteria for eligibility and selection according to the guidelines detailed below.

V. RECRUITMENT:

Candidates for programs must be informed in writing or by electronic means of the terms, conditions, and benefits of their appointment, including (1) salary and stipends; (2) vacation, sick, parental, and other leaves including leaves of absence; and (3) professional liability, disability, health, and other insurance provided for the trainees and their families.

VI. SELECTION:

All CH graduate medical education programs must select from eligible applicants on the basis of their preparedness and ability to benefit from the training program. In selecting from among qualified applicants for first-year positions, all training programs must participate in the National Trainee Matching Program (NRMP) and the Electronic Residency Application Service (ERAS) where such is available. Each training program must establish holistic review criteria for the selection of trainees. Minimum criteria should include aptitude, academic credentials, personal characteristics (including professionalism, interpersonal communication skills, and resilience), letters of recommendation, prior training, scholarly productivity, and overall goodness of fit with the program. In addition, each program director may set forth additional specific requirements as determined by the area of specialty interest.

VII. ELIGIBILITY:

According to the ACGME Institutional Requirements, Section IV, applicants with one of the following qualifications are eligible for appointment to accredited GME training 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:
 - a. A currently-valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment or
 - b. A full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in their ACGME specialty/subspecialty program.
4. Graduates of medical schools outside the United States who have 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).

CH requires the following for placement on a CH rank order list and appointment to an ACGME-accredited training program:

1. Transcript of passing scores for USMLE Step 1, Step 2 (or equivalent COMLEX scores) for placement on rank order lists and appointment to the PGY-1 level..
2. Transcript of passing scores for USMLE Step 3 (or equivalent COMLEX scores) for placement on rank order lists and appointment to the PGY-3 level or higher. In selected cases, with the approval of the GME Office, applicants may be placed on rank order lists without USMLE Step 2 (CK and CS) scores. Selected cases may include applicants applying to training programs with an early residency match.

Suggested minimum application criteria:

- Electronic Application (ERAS, SF Match or CH Human Resources)
- Dean's Letter, if appropriate
- 2 or 3 Reference Letters
- Medical School Transcript
- Copy of Diploma, if applicable
- Copy of the appropriate medical licensing examination scores (USMLE, COMLEX, National Boards, FLEX, ECFMG exam and valid certificate, FMGEMS)
- Personal Interview

VIII. APPOINTMENT:

Upon verification by the GME Office that an applicant has met eligibility requirements, completed the application process, and been selected according to established criteria, the accepted candidate will begin the process of appointment with the GME Office. An applicant is considered fully appointed and entered into the payroll system in order to receive a salary only after all the following information has been submitted to the GME Office:

1. Verification of successful graduation of US or Canadian medical schools, this includes a letter from the Registrar of the appropriate School of Medicine. For graduates of Medical

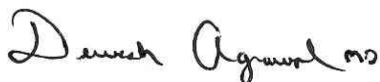
- Schools outside the US and Canada, a current valid ECMFG certificate is required.
2. Completion of all onboarding documents within the institutional medical education software required by the GME office.
 3. Attendance at Orientation and completion of all CH-required documents.
 - a. Residents entering the program at the PGY-1 level are required to attend the June orientation for new PGY-1 Trainees.
 - b. Trainees with at least one year of ACGME-accredited training are required to attend the July orientation for new fellows and residents.
 4. Completion of all required online training modules
 5. Copy of a valid VISA (if applicable)
 6. Completion of the I-9 Form
 7. Completion of Pre-Employment Health Clearance in compliance with Occupational Health.
 8. An “active” DC Medical Training License (MTL) or full DC Medical License, in compliance with the District of Columbia law for licensure of physician trainees.

IX. TRANSFER OF TRAINEES TO CH:

Trainees who transfer from another ACGME training program must meet the eligibility requirements noted above. Before accepting a trainee, who is transferring from another program, the program director will obtain written or electronic verification of previous educational experience and a summative competency-based performance evaluation of the transferring trainee and submit to the GME Office with the trainee’s application packet.

X. APPROVAL

Approved by:



DIO/Vice Chair, Medical Education

5/8/2024

Date

XI. REVIEW OR REVISION DATE

- Approved by the GMEC: April 22, 2005
- Modified and Approved by the GMEC: July 10, 2007
- Modified and Approved by the GMEC: July 18, 2007
- Modified and Approved by the GMEC: September 15, 2010
- Modified and Approved by the GMEC: January 20, 2017
- Modified and Approved by the GMEC: September 9, 2020
- Reviewed and Approved by the GMEC: October 13, 2021
- Reviewed and Approved by the GMEC: June 15, 2022
- Modified and Approved by GMEC: September 13, 2023
- Reviewed and Approved by the GMEC: May 8, 2024