

 <p><b>All HFHS Includes:</b>            Behavioral Health Services            Community Care Services            Corporate Services            Henry Ford Hospital            Henry Ford Medical Group            Kingswood Hospital            Macomb Hospitals            West Bloomfield Hospital            Wyandotte Hospital</p>	<b>Policy Name/Subject:</b> Eligibility and Selection (MEP 217)		<b>Policy No:</b> MEP 217
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	<b>Author:</b> Graduate Medical Education Members		
	<b>External Regulatory Requirement:</b> [Regulations]		
	<b>Audience:</b> Residents/Fellows		
	<b>Key Words:</b> requirements; Eligibility; selection		

## Background

To ensure appropriate and consistent selection of all House Officers into Henry Ford Health System (HFHS) graduate medical education programs.

## Policy

HFHS is committed to selecting the highest quality graduates of accredited American, Canadian and foreign medical schools.

The Designated Intentional Official (DIO), as the representative of the institution, is responsible for monitoring each program's compliance with this policy and procedures.

## Procedure

### 1. Eligibility

Applicants with one of the following qualifications are eligible for appointment to HFHS graduate medical education programs:

- a. Internships & Residency Programs:
  - Graduates of allopathic medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME) who have passed Steps 1 and 2 (both CS and CK) of the United States Medical Licensing Examination (USMLE).
  - Graduates of osteopathic medical schools in the United States accredited by the Commission on Osteopathic College Accreditation (COCA) who have passed Steps 1 and 2 (both CE and CP) of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX).
  - Graduates of allopathic medical schools outside the United States and Canada who meet one of the following qualifications:
    1. Have received a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) or
    2. Have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction.

- Graduates of allopathic medical schools outside the United States who have completed the 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 the formal requirements of the foreign medical school on a screening examination
    4. Have attained a score satisfactory to the sponsoring medical school on a screen examination and
    5. Have passed Parts I and II of the examination of the National Medical Board of Examiners, or Steps 1 and 2 (both CS and CK) of the United States Medical Licensing Examination (USMLE).
  - Graduates of podiatry schools accredited by the Council on Podiatric Medical Education who have passed Parts 1 and 2 of the National Board of Podiatric Medical Examiners (NBPME).
- b. Fellowship Programs:
- Candidates must have passed Steps 1, 2 (both CS and CK/CE and CP) and 3 (all parts) of the USMLE or COMLEX and must be eligible to obtain a Full Medical License upon completion of the fellowship or after a total of six years of training, whichever occurs first and
  - Candidates entering an ACGME-accredited fellowship must have completed a residency that has achieved ACGME accreditation, or RCPSC or CFPC accreditation for a residency program in Canada.
    - An ACGME-accredited fellowship program may accept an exceptionally qualified candidate who does not meet the above criteria at the discretion of the institution's DIO and with approval from the GMEC.
    - The candidate must meet the qualifications and conditions for an exceptionally qualified candidate as defined by the program's ACGME Program Specific Requirements III.A.2.

## 2. Selection

- a. HFHS graduate medical education programs select from among the eligible applicants on the basis of preparedness, ability, aptitude, academic credentials, communication skills and personal qualities such as motivation and integrity.
- b. HFHS allopathic programs<sup>1</sup> participate in the National Resident Matching Program (NRMP) or San Francisco (SF) Match; osteopathic programs participate in the National Matching Service (NMS). HFHS programs comply with all rules and regulations of the matching programs. Podiatric programs participate in the American Association of Colleges of Podiatric Medicine CASPR/CRIP.
- c. HFHS provides equal employment opportunities to all HFHS employees as defined by Equal Employment Opportunity Policy No: 3.04.

## 3. Enrollment of Non-eligible Interns, Residents & Fellows

HFHS does not enroll non-eligible interns, residents or fellows.

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<sup>1</sup> All residency programs participate in a matching system; fellowships may participate at the discretion of the program director and/or DIO