



## HENRY FORD PROVIDENCE MEDICAL EDUCATION POLICY

### Selection of House Staff Policy

#### I. Purpose

To establish a policy for the Medical Education Department to use in the selection of house staff.

#### II. Scope

This policy will apply to the Henry Ford Providence Hospital Medical Education Department. All information contained in this policy shall be used as complete criteria for selection.

#### III. Definitions

House Staff- refers to all interns, residents and fellows enrolled in a Henry Ford Providence Hospital post-graduate training program.

Match - refers to the formal process of matching residents to hospitals, administered by the National Residency Matching Program (NRMP), the National Matching Service (AOA Match) or the Podiatric National Residency Matching Program (ACPM).

#### IV. Responsibilities/Requirements

The Medical Education Department follows all minimum selection criteria as delineated by the Medical Education Committee.

##### A. Residency Eligibility Requirements:

1. All residency applicants applying for a house staff position must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program:
  - a. Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or
  - b. Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA); or
  - c. Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
    - i. holding a currently-valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or,
    - ii. holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME- accredited program is located.
    - iii. graduation from a podiatric medical school accredited by the Council on Podiatric Medical Education (CPME).

##### B. Fellowship Eligibility Requirements:

1. All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, or a

program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.

- a. Fellowship programs must receive verification of each entering fellow's level of competence in the required field upon matriculation, using ACGME, ACGME-I, or CanMEDS Milestones evaluations from the core residency program.
2. Fellow Eligibility Exception - The Review Committee for Internal Medicine will allow the following exception to the fellowship eligibility requirements:
  - a. An ACGME-accredited fellowship program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements, but who does meet all of the following additional qualifications and conditions:
    - i. evaluation by the program director and fellowship selection committee 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,
    - ii. review and approval of the applicant's exceptional qualifications by the GMCE; and,
    - iii. verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.
  - b. Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.
- C. All applications for ACGME-accredited house staff positions must be submitted through ERAS-The Electronic Residency Application Service (ERAS) with the exception of off-cycle positions.
- D. The Program Director, or designee(s), will evaluate and select the candidates he/she believes to be most qualified for the positions available within the training program.
- E. Once an applicant is selected for an interview through ERAS, the following credentials must also be collected through ERAS for each candidate:
  1. Original dean's letter
  2. Original (certified) Medical School Transcript
  3. Verification of graduation from the Medical School.
    - a. Appointments to PGY1 positions may be made prior to graduation, however, it is the responsibility of each Program Director to verify graduation before the intern begins in the program and file documentation with the Medical Education Department.
    - b. Three letters of reference from attending physicians familiar with the individual's performance. If the candidate has previously been in a post-graduate training program, one letter must be from the candidate's former Program Director.
    - c. Proof of passing USMLE Step 1, Step 2 and Step 2 CS or equivalent osteopathic examination (COMLEX) or the equivalent exam by the National Board of Podiatric Medical Examiners. Fellows must also provide proof of passing Step 3.

4. Candidates of medical schools that are not accredited by the LCME, the AOA or Council of Podiatric Medical Education (CPME), must have the following additional documentation:
  - a. Official certified translations of all documents listed above in English; and
  - b. Certification by the Educational Commission of Foreign Medical Graduates (ECFMG)
5. All candidates invited for interviews will be given the following information either in written format or by electronic means:
  - a. 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;
  - b. Information that is provided must include: 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; and
  - c. Information related to the applicant's eligibility for the relevant specialty / subspecialty board examination(s);
6. Upon selection (or after the Match), a Resident Agreement shall be prepared by the Medical Education Department. The Director of Medical Education signs all Resident Agreements.
7. If any of the required credentials documentation is missing, Resident Agreements cannot be issued.
8. Henry Ford Providence Hospital is an equal opportunity employer and will select resident physicians to its graduate medical education programs from eligible applicants based on their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities. Graduate Medical Education Residency programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status. Where and whenever possible in selecting from among qualified applicants, Henry Ford Providence Hospital will participate with an organized matching program such as the NRMP.
9. Visa Sponsorship: we accept J1 and limited H-1B Visas.