



## Henry Ford St. John Hospital Graduate Medical Education

### USMLE Step 3/COMLEX Level 3/APMLE Part III Policy

#### I. Purpose

- a. This policy defines the criteria for a resident's/fellow's appointment to an Accreditation Council for Graduate Medical Education (ACGME) or CPME-accredited residency or fellowship program at Henry Ford St. John Hospital.

#### II. Scope

- a. This policy will apply to the Henry Ford St. John Hospital Graduate Medical Education Department and to all ACGME-accredited residency and fellowship programs, as well as the CPME-accredited Podiatry Residency.

#### III. Definitions

- a. **Resident:** any physician in an accredited graduate medical program, including interns, residents and fellows.

#### IV. Policy

- a. General
  - i. Resident must pass the relevant examination, USMLE Step 3, COMLEX Level 3, APMLE part III, as required by the Program, but no later than the end of the second postgraduate year of training.
  - ii. Failure to pass the relevant examination will result in non-promotion to PGY3. The resident will be placed on an unpaid leave of absence until proof of passing score is received.
  - iii. The resident must pass the relevant examination within 90 days of this unpaid leave of absence. If unsuccessful the resident is deemed as an automatic resignation from the program effective at the conclusion of the academic year in which the timeframe for passing the examination has expired. Automatic resignation in these circumstances is deemed an administrative action under the GME Disciplinary Action Policy, of which there is no review opportunity pursuant to the GME Appeal of Disciplinary Action Policy.
  - iv. Fellowship programs are considered advanced training after completion of a residency program. All fellows must pass the relevant examination, USMLE Step 3 or COMLEX Level 3, before beginning fellowship as a condition of employment.

b. Program Director Responsibilities

- i. The Program Director will provide a copy of the written notice to the GME Office of a non-promotion to PGY3 as a result of the failure to pass the relevant examination.
- ii. The Program Director will provide a copy of the written notice to the GME Office, if the resident is unsuccessful in the relevant examination within 90 days of this unpaid leave of absence stating the resident is deemed as an automatic resignation from the program effective at the conclusion of the academic year in which the timeframe for passing the examination has expired.
- iii. Any resident who leaves the program early will have access to view a letter signed by the Program Director stating the program attended, the dates of attendance, the number of months granted credit (if any), and PGY level. From Common Program Requirements: "Residents who leave the program prior to completion also require timely documentation of their summative evaluation."

c. GME Office Responsibilities

- i. The GME Office will maintain a copy of the written notice from the Program Director of a resident's non-promotion to PGY3 as a result of the failure to pass the relevant examination in the resident's digital file.
- ii. The GME Office will maintain a copy of the written notice from the Program Director, if the resident is unsuccessful in the relevant examination within 90 days of this unpaid leave of absence stating the resident is deemed as an automatic resignation from the program effective at the conclusion of the academic year in which the timeframe for passing the examination has expired in the resident's digital file.
- iii. The GME Office will maintain a copy of letter signed by the Program Director stating the program attended, the dates of attendance, the number of months granted credit (if any), and PGY level in the resident's digital file.

This policy replaces the prior GME policy as is effective from the 2025-26 academic year.