



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

GME QUALIFICATIONS ELIGIBILITY AND SELECTION OF RESIDENTS

Policy Title: GME Qualifications, Eligibility, and Selection of Residents

Policy Number:

Applies to: ESFCOM Sponsored Residency and Fellowship Programs

Date: 05/10/18

1.0 Policy Statement:

It is the Elson S. Floyd College of Medicine (ESFCOM) policy to establish qualifications, eligibility, and selection criteria for residents and fellows to be considered for an ESFCOM sponsored training program in alignment with the College of Medicine mission, vision and accreditation standards. ESFCOM programs do not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any applicable legally protected status.

2.0 Definitions

Accreditation Council for Graduate Medical Education (ACGME): The ACGME is responsible for the accreditation of post-MD medical training programs within the United States.

Designated Institutional Official (DIO): The individual in a sponsoring institution who has the authority and responsibility for oversight and responsibility of all of the ACGME-accredited programs.

Program Director: The designated person accountable for the Program; this person must be selected by the Designated Institutional Official and possess qualifications acceptable to the appropriate Residency Review Committee (RRC) of the ACGME.

Sponsoring Institution: The organization (or entity) that assumes the ultimate financial and academic responsibility for a program of GME. The sponsoring institution has the primary purpose of providing educational programs and/or health care services (e.g., a university, a medical school, a hospital, a school of public health, a health department, a public health agency, an organized health care delivery system, a medical examiner's office, a consortium, an educational foundation).

Trainee: a physician in training at an ACGME accredited graduate medical education program, the term includes Interns, Residents, and Fellows or other trainee enrolled in an educational program whose education falls under the purview of the ESFCOM Office of Graduate Medical Education.

3.0 Responsibilities

GMEC through the DIO; Associate Dean for GME; Assistant Regional DIOs

4.0 Procedures

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A. Eligibility for residency/fellowship programs:

1. Each applicant must meet one of the following qualifications to be eligible for appointment to ACGME-accredited programs at ESFCOM subject to additional qualifications as may be specified in specialty/subspecialty specific program requirements:
 - a. Graduation from a medical school in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME);
 - b. Graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or
 - c. Graduation from a medical school outside of the U.S. and Canada, and meeting one of the following conditions:
 - 1) Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), or
 - 2) Holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty/subspecialty program; or,
 - 3) Has graduated from a medical school outside the U.S. and completed a Fifth Pathway program provided by an LCME-accredited medical school.
2. Program Directors must ensure that candidates are eligible for a Washington state provider license and/or other applicable state (See Licensing Policy), are authorized to work in the United States at the time of appointment and meet the applicable essential requirements of the program.
3. Individuals applying for ACGME Fellowship programs must document completion of an appropriate residency program to the GME office within sixty (60) days of completion, including an ACGME-accredited residency, or meet requirements as outlined in the ACGME program requirements.
4. Programs may establish and receive approval for additional selection criteria. For example, determine specific passing scores for the USMLE. Specific criteria must be published for applicants to review as part of the required program-level policy on Eligibility and Selection.

Program Directors must comply with the criteria for resident eligibility as outlined above and as further specified by the ACGME Residency Review Committee (RRC). Trainees who are accepted into advanced year programs must successfully complete the RRC requirements prior to entering the program.

B. Application

All ESFCOM GME training programs are required to use the [Electronic Residency Application Service](#) (ERAS®) or other centralized application service if available, to receive and accept applications to the program. Programs in disciplines that do not use a centralized service may have applicants apply directly to the program. The list of participating specialties and programs is available on the [ERAS website](#).

C. Interview

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All applicants invited to interview for a resident/fellow position must be informed in writing or by electronic means, of the terms, conditions and benefits of their 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. This information includes: 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. All terms, conditions, and benefits of the potential appointment are described in the Physician In Training Agreement (PITA), available on the ESFCOM GME website.

D. Selection:

ESFCOM requires that its ACGME accredited programs select from among eligible applicants on the basis of residency program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, personal qualities, motivation and integrity.

- a. ESFCOM Graduate Medical Education programs participate in the National Resident Matching Program (NRMP), if applicable.
- b. All candidates for postgraduate training, including residents transferring from another program, will submit a completed application with appropriate documentation of training and verification of previous educational experiences including a summative competency-based performance evaluation if applicable.
- c. Program Directors and administrators are required to review the terms and condition of the applicable NRMP Match Participation Agreement each year and comply with all applicable Match policies.
- d. The program selection committee will rank the candidates for entrance into the NRMP, where appropriate, for selection based on qualifications.

E. Agreement of Appointment:

1. ESFCOM provides each of its trainee with a written training agreement (PITA) outlining the terms and conditions of appointment. The GMEC and GME Office monitor the implementation of these terms and conditions. ESFCOM and the program directors ensure that trainees adhere to established practices, policies, and procedures in all institutions to which trainees are assigned. The training agreement includes or provides a reference to the following:
 - a. Trainees' responsibilities;
 - b. Duration of appointment;
 - c. Financial support;
 - d. Conditions for reappointment and promotion to a subsequent PGY level;
 - e. Grievance and due process;
 - f. Professional liability insurance, including a summary of pertinent information regarding coverage;
 - g. Health insurance benefits for trainee and their eligible dependents
 - h. Disability insurance for trainees;
 - i. Vacation, parental, sick and other leaves of absence for trainees compliant with applicable laws;

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- j. Timely notice of the effect of leave(s) on the ability of the trainee to satisfy requirements for program completion;
 - k. Information related to eligibility of specialty board examinations;
 - l. Institutional policies and procedures regarding trainee clinical and educational work hours; and,
 - m. Moonlighting.
2. Restrictive Covenants: Neither ESFCOM nor its training programs may require ACGME Trainees to sign a non-competition guarantee or restrictive covenant.

5.0 Related Policies

Licensing Policy

6.0 Key Search Words

Eligibility; Selection

7.0 Revision History

Original Approval	Policy number	Revision Date Approval
May 10, 2018		

Responsible Office: Designated Institutional Official; GME Office

Policy Contact: GME Office, GME Director, Institutional Coordinator

Supersedes: N/A