

 <b>POLICY and PROCEDURE</b>	
<b>TITLE:</b> Recruitment, Selection, Eligibility and Appointment of Trainees	<b>NUMBER:</b> OH.POL.ME-1000.062
<b>ISSUE DATE:</b> 7/1/2018	<b>EFFECTIVE DATE:</b> 12/3/2021
<b>DEVELOPED / REVISED BY:</b> OhioHealth Graduate Medical Education Policy Committee	
<b>REVIEWED BY:</b> OhioHealth Graduate Medical Education Committee OhioHealth Office of General Counsel OhioHealth System Policy & Procedure Management Committee	<b>DATE REVIEWED:</b> 10/21/2021 10/28/2021 12/1/2021
<b>APPROVED BY:</b> OhioHealth Graduate Medical Education Committee	

### SCOPE

This policy is in effect for the following OhioHealth system business units:  
Doctors Hospital, Dublin Methodist Hospital, Grant Medical Center, O'Bleness Hospital, and Riverside Methodist Hospital Medical Education Departments.

### STATEMENT OF PURPOSE

To define the requirements and procedures for the recruitment, eligibility, selection, and appointment of trainees for graduate medical education programs at OhioHealth.

### DEFINITIONS

- **Sponsoring Institution:** The organization (or entity) that assumes the ultimate financial and academic responsibility for a graduate medical education program. The sponsoring institution has the primary purpose of providing education programs and/or health care services.
- **Trainee:** Any physician in an institution-sponsored graduate medical education program (GME), including residents and fellows. As applicable, the term "trainee" shall include individuals participating in non-accredited, but OhioHealth-recognized, fellowship programs.

### POLICY

- I. The Graduate Medical Education Committee (GMEC) shall monitor compliance and provide oversight of the recruitment, eligibility, selection, and appointment of trainees in keeping with the procedures described below: (IR: IV.B.1.):
  - A. Program directors, as well as other faculty members, are responsible for carrying out recruitment and selection activities and assigning appointment of trainees who fully meet ACGME and program specialty requirements and who conform to OhioHealth policies, including those of the Department of Medical Education, the Graduate Medical Education Committee, applicable Medical Staff By-Laws, Rules and Regulations, and to applicable state and federal laws.
- II. If a program has Osteopathic Recognition from the ACGME the program should have a policy that outlines the eligibility requirements for appointment, based on the type of medical school from which the applicant graduated. The policy should clearly identify what is required of the applicant prior to entering a designated osteopathic position in an ACGME-accredited program with Osteopathic Recognition. (Osteopathic Recognition Requirement II.C.)
- III. **ELIGIBILITY:** Program directors should comply with the criteria for resident/fellow eligibility for appointment to ACGME-accredited programs as defined in the Institutional Requirements (IR IV.B.2), the Common Program Requirements for Residency and Fellowship Programs (CPR III.A), and applicable RC requirements.

- A. Residency Programs: Applicants must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited residency program:
  - 1. Graduation from a medical school in the United States or Canada, accredited by
    - a. the Liaison Committee on Medical Education (LCME) or
  - 2. Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOA); or,
  - 3. Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
    - a. Holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
    - b. Holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.
- B. Initial Entry or Transfer: All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME- accredited residency programs, AOA-approved residency programs, or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation. (CPR III.A.2)
- C. Transfer: Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program. (CPR III.A.2.a)
  - 1. The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring resident, and Milestones evaluations upon matriculation. (CPR III.C)
  - 2. A physician who has completed a residency program that was not accredited by ACGME, AOA, RCPSC, CFPC, or ACGME-I (with Advanced Specialty Accreditation) may enter an ACGME-accredited Common Program Requirements (Residency) residency program in the same specialty at the PGY-1 level and, at the discretion of the program director of the ACGME-accredited program and with approval by the GMEC, may be advanced to the PGY-2 level based on ACGME Milestones evaluations at the ACGME accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry. (CPR III A.3)
- IV. Complement: The program director must not appoint more residents and fellows than approved by the Review Committee. (CPR III.B)
  - A. All complement increases must be approved by the Review Committee. (CPR III.B.1)
- V. Fellowship Programs: Each Review Committee will select one of the following options for program eligibility: (CPR III.A.1)
  - A. Option 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, 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. (Core)

- B. Option 2: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program  
Eligibility Exceptions: A Review Committee may allow exceptions to the residency and fellowship eligibility requirements.
- VI. Eligibility Exceptions: A Review Committee may allow exceptions to the residency and fellowship eligibility requirements:
- A. Eligibility Decisions by Review Committee
  - B. Eligibility Exception criteria for [Residency](#) [CPR III.A.4] and [Fellowship](#) [CPR III.A.1.c)] programs
    - 1. Eligibility exceptions must be documented in each program’s eligibility and selection policy. Any requests for exception must be submitted by the program director in writing to the GMEC for review prior to offering a position to or ranking an applicant. The requests must address the criteria for exception based on prior training, review of summative evaluations and verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification, if applicable. The program must also verify their Clinical Competency Committee will complete an evaluation of the applicant’s performance within 12 weeks of matriculation. (CPR III.A.4.b)
- VII. RECRUITMENT: OhioHealth, in partnership with its programs, will engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of trainees (if present), faculty members, senior administrative staff members, and other relevant members of its academic community. (CPR: 1.C)
- A. Application: All OhioHealth GME training programs are required to use the Electronic Residency Application Service (ERAS®) or other centralized application service if available in their specialty 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.
  - B. Matching: All OhioHealth GME training programs are required to participate in the National Residency Matching Program (NRMP) Match, or other organized matching program where available in their specialty.
  - C. Program directors and administrators are required to review the terms and conditions of the [Match Participation Agreement](#) each year and comply with applicable Match policies, including the All In Policies for the [Main Residency Match](#) and applicable [Fellowship Matches](#), and the [Waiver](#) and [Violations](#) policies. This information must also be shared with program faculty participating in the interview process.
- VIII. INFORMATION PROVIDED TO APPLICANTS: All applicants who interview with programs as part of the recruitment process are provided the following information pertinent to appointment conditions and benefits:
- A. Sample copy of current Employment Agreement for Residents and Fellows.
  - B. Current salary for all postgraduate training years.
  - C. Institutional support services including call rooms, library, meals, etc.
  - D. Stipends, benefits, professional liability coverage, and disability insurance accessible to trainees
  - E. institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence
  - F. Health insurance accessible to trainees and their eligible dependents

- G. Board Eligibility: Programs are further required to provide applicants who are offered an interview with information related to their eligibility for the relevant specialty board examinations [CPR II.A.4.a).(9)].
- H. Accommodations: Applicants who require a disability accommodation for the interview may request an accommodation via the procedure outlined in OH.POL.ME-1000.005 “Accommodation for Residents with Disabilities.”

**IX. SELECTION:**

- A. All OhioHealth graduate medical education programs must select from eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
- B. As an equal opportunity employer, OhioHealth fully supports all state and federal regulations and does not discriminate against applicants because of race, religion, sex, age, national origin, disability, or veteran status (See OhioHealth Policy and Procedure HR-701 “Equal Employment Opportunity”). OhioHealth will consider applicants who are U.S. citizens, lawful permanent residents, asylees and refugees, and other individuals with work authorizations that do not require visa sponsorship by the hospital. With the support of the Designated Institutional Official (DIO), exceptions may be granted at the discretion of OhioHealth Office of the General Counsel.

**X. TRAINEE APPOINTMENTS:**

- A. Applicants who formally match or are otherwise appointed to OhioHealth training programs shall be notified and promptly offered a one-year employment agreement for signature outlining the terms and conditions of their appointment.
- B. Selected applicants are subject to the following contingencies:
  - 1. Applicants must undergo and satisfy requirements of a hospital-conducted physical examination prior to starting the training program.
  - 2. Applicants must pass the requirements of a hospital-conducted pre-training drug screening examination.
  - 3. Applicants may be required to show evidence of immune status or prior immunization thereof for selected communicable diseases according to the then current policies at OhioHealth.
  - 4. Applicants must satisfy requirements of OhioHealth Human Resources criminal background checks.
  - 5. ACLS certification shall be required prior to activation of employment in clinical settings.
  - 6. Applicants must undergo government payer sanction screening and must not be barred from participating in federal healthcare programs prior to beginning training.
  - 7. See Policy OH.POL.ME-1000.002 “Verification of Entering Trainees” for a complete list of documentation needed prior to beginning training.

**XI. MONITORING**

- A. A program’s compliance with the terms of this policy is monitored according to the following procedures: (IR: IV.A.1):
  - 1. At the end of each Match cycle, the Program Director submits to the Director of Graduate Medical Education and DIO a list of all incoming trainees.
  - 2. Eligibility of candidates is monitored through the credentialing process conducted by the Department of Medical Education.

3. Programs must use the current Office of General Counsel-approved Appointment Agreement and obtain the DIO co-signature.
4. The GMEC monitors individual training program compliance with this policy through the Annual Program Evaluation and Special Reviews.

**REFERENCES:**

- Accreditation Council for Graduate Medical Education. (effective July 1, 2021). *ACGME Common Program Requirements (Residency)*. Retrieved from <https://www.acgme.org/globalassets/PFAssets/ProgramRequirements/CPRResidency2021.pdf>
- Accreditation Council for Graduate Medical Education. (effective July 1, 2021). *ACGME Common Program Requirements (Fellowship)*. Retrieved from <https://www.acgme.org/globalassets/PFAssets/ProgramRequirements/CPRFellowship2021.pdf>
- Accreditation Council for Graduate Medical Education. (effective July 1, 2021). *ACGME Institutional Requirements*. Retrieved from <https://www.acgme.org/Designated-Institutional-Officials/Institutional-Review-Committee/Institutional-Application-and-Requirements>
- ACGME Osteopathic Recognition Requirements (effective July 1, 2021).
- American Osteopathic Association. (effective July 1, 2020). The Basic Documents for Postdoctoral Training. B.
- [aoa-basic-document-for-postdoctoral-training.pdf \(osteopathic.org\)](#)
- Policy OH.POL.ME-1000.002, Verification of Entering Residents and Fellows
- OH.POL.ME-1000.005, Accommodation for Residents with Disabilities