Resident Selection Policy

I. PURPOSE:

The purpose of this policy is to ensure that the quality of Graduate Medical Education programs at Morehouse School of Medicine (MSM) meet the standards outlined in the Graduate Medical Education Directory: "Essentials of Accredited Residencies in Graduate Medical Education" (AMA-current edition). The process for the selection of Residents at MSM shall adhere to the standards outlined in the "Essentials" and this policy.

II. SCOPE:

All Morehouse School of Medicine (MSM) administrators, faculty, staff, Residents, and accredited affiliates shall understand and support this and all other policies and procedures that govern both Graduate Medical Education programs and Resident appointments at Morehouse School of Medicine.

III. THE RESIDENCY LEARNING AND WORKING ENVIRONMENT:

3.1. This policy is bound by the parameters of residency education and is also affected by MSM Human Resources policy. Applicants to Morehouse School of Medicine (MSM) residency programs must be academically qualified to enter into a program.

3.2. The institution shall participate in the National Resident Matching Program (NRMP). All MSM Post Graduate Year One (PGY-I) Resident positions shall be made available for application by all students graduating from United States and Canadian accredited medical schools as determined by the NRMP. Other applicants eligible to enter the "match" including International Medical School Graduates (IMGs) may also apply.

3.3. MSM Residency Programs will select from among eligible applicants on the basis of their preparedness and ability to benefit from the program to which they have applied. Aptitude, academic credentials, personal characteristics, and the ability to communicate effectively shall be considered in the selection process. **It is important to note that the MSM enrollment of non-eligible Residents may be cause for withdrawal of residency program accreditation*.

3.4. Every Morehouse School of Medicine ("MSM" or "School") employee, Resident and student has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect. MSM prohibits discrimination and harassment against applicants, students, Residents and employees on the basis of protected characteristics, including race, color, citizenship status, national origin, ancestry, gender (sex), sexual orientation, age, religion, creed, disability, marital status, veteran status, political affiliation, genetic information, HIV/AIDS status, or any classification protected by local, state or federal law. MSM also prohibits retaliation against members of the MSM community raising concerns about discrimination and harassment.

3.5. MSM's policy against discrimination, harassment, and retaliation incorporates protections afforded under local, state, and federal laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Any individual whose conduct violates the Policy will be subject to disciplinary action up to and including termination for employees and expulsion for students

IV. RESIDENT ELIGIBIIITY:

The following information is extracted from the Accreditation Council of Graduate Medical Education (ACGME) "Institutional Requirements" of the "Essentials of Accredited Residencies in Graduate Medical Education."

4.1. Applicants with one of the following qualifications are eligible for appointment to accredited residency programs:

4.1.1. Graduates of medical schools in the United States accredited by either the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA); graduates of Canadian medical schools approved by the Licentiate of the Medical Council of Canada (LMCC)

4.1.2. Graduates of medical schools outside the United States and Canada who have a current and valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG)—OR—have a full and unrestricted license to practice medicine in a United States licensing jurisdiction

4.1.3. United States citizen graduates from medical schools outside the United States and Canada who have successfully completed the licensure examination (USMLE Step 3) in a United States jurisdiction in which the law or regulations provide that a full and unrestricted license to practice will be granted without further examination after successful completion of a specified period of Graduate Medical Education

4.1.4. Graduates of medical schools in the United States and its territories not accredited by the LCME but recognized by the educational and licensure authorities in a medical licensing jurisdiction who have completed the procedures described in paragraph 4.1.3 above

4.1.5. The fifth pathway is a period of supervised clinical training for students who obtained their premedical education in the United States, received undergraduate medical undergraduate abroad, and passed Step 1 of the United States Medical Licensing Examination. After these students successfully complete a year of clinical training sponsored by an LCME-accredited United States medical school and pass USMLE Step 2 components, they become eligible for an ACGME-accredited residency as an international medical graduate. The Fifth Pathway program is not supported by the American Medical Association after December 2009.

4.1.6. All applicants must have passed USMLE Steps 1 and 2—Clinical Knowledge (CK) and Clinical Skills (CS)—of the United States Medical Licensing Examination (USMLE) or have a full, unrestricted license to practice medicine issued by a United States State licensing jurisdiction. Selectees cannot begin MSM residency programs prior to passage of the Step 2—Clinical Skills (CS) examination. This expectation is to be met by MSM-GME Incoming Resident orientation.

V. <u>SCREENING AND SELECTION CRITERIA</u>:

5.1. Available MSM Resident positions are dependent upon the following criteria:

5.1.1. The current number of residency program positions authorized [by the Accreditation Council for Graduate Medical Education (ACGME)]

5.1.2. The space available in the post graduate year

5.1.3. Funding and faculty resources available to support the education of residents according to the “educational requirements” of the specialty program.

5.2. In order for any applicant to be eligible for appointment to a MSM residency program, the following requirements shall be met along with the eligibility criteria stated in paragraph IV above.

5.2.1. All MSM residency programs shall participate in the National Resident Matching Program (NRMP) for PGY One (1) level Resident positions. All parties participating in the match shall contractually be subject to the rules of the NRMP. This includes MSM, its residency programs and applicants. Match violations will not be tolerated.

5.2.2. All applicants to MSM residency programs shall do so through the Electronic Residency Application Service (ERAS). This service shall be used to screen needed information on all applicants. All applicants shall request that three (3) letters of professional or academic references, current as of at least 18 months, be sent to the residency program administration.

5.2.3. Any program requests for an official adjustment to the program’s “authorized” resident complement shall be evaluated and approved by the GMEC through the Designated Institutional Official (DIO) prior to submission to the ACGME Residency Review Committee (RRC).

5.2.4. Residency program directors and their Residency Advisory Committees shall have program standards to review MSM residency program applications to ensure equal access to the program. Eligible Resident applicants shall be selected and appointed only according to ACGME, NRMP and MSM’s requirements and policies.

5.2.5. Applicants from United States or Canadian accredited medical schools shall request that an original copy of a letter of recommendation or verification from the Dean of the medical school be sent to the program administration.

5.2.6. Selectees from an LCME or AOA accredited United States medical school shall provide proof of graduation or pending "on-time" graduation. They shall request that official transcripts, diplomas, or "on-time" letters be sent to the program.

5.2.7. Selectees shall provide official proof of passing both USMLE Step 1 and USMLE Step 2—CK and CS—before they are eligible to begin their appointment in MSM Residency Programs.

5.2.8. Residents are considered as transfer Residents under several conditions including moving from one program to another within the same or different sponsoring institution and when entering a PGY-2 program requiring a preliminary year even if the Resident was simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the match (e.g., accepted to both programs right out of medical school). Before accepting a transfer resident, the program director of the "receiving program" must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation from the current program director.

5.2.9. The term "transfer Resident" and the responsibilities of the two program directors noted above do not apply to a Resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program. However, MSM Residency Programs shall identify all Residents who would begin the residency program and would have to continue beyond the "Initial Residency Period." *The Initial Residency Period is the length of time required to complete a general residency program (e.g., Internal Medicine—3 years; Psychiatry—4 years).

5.2.10. The State of Georgia and MSM consider any time spent in a Residency program as time that must be declared by the applicant when applying for a Temporary Resident Postgraduate Training Permit. This time is applicable whether the applicant completed the period of residency or not. A letter of explanation/verification is required by the applicant and the past residency program director.

5.2.11. Applicants who have <u>not</u> graduated from a United States or Canadian accredited medical school shall request certification of completion (by seal) by an official of the medical school. If the medical school is not in the United States, such official letters shall be in English and/or have a certified or notarized English translation of the content.

5.2.12. A current (stamped indefinite) certificate from the Educational Commission on Foreign Medical School Graduates (ECFMG) must also be submitted with ERAS documents. Initial ECFMG Certificates should not be pending when applicants are reporting to a residency program. Failure to obtain an ECFMG Certificate by the start date of the Resident Appointment will void both NRMP and MSM Resident agreements.

5.2.13. All selectees shall complete a MSM Non-Faculty Employment Application. The Human Resources Department is available for assistance.

5.2.14. Upon selection, all academic and employment documents referenced within this section, and other documents requested by the residency program must be presented to the program administrator in their original form.

5.2.14.1. As a part of credentials authentication, documents shall be screened for authenticity and must be void of alterations.

5.2.14.2. Program administrators shall screen for signatures, seals, notarization, and other official stamps as being original.

5.2.15. Personal interviews of applicants shall be conducted by at least two (2) faculty members assigned to the program. These interviews should be documented for the residency program files and be retained for the period determined by MSM management policies. These interviews also become a permanent part of a selected applicant's file.

5.2.15.1. If telephone interviews are done, the same standards and documentation criteria must be used to record the interview.

5.2.15.2. In MSM programs, the applicant's credentials and the faculty interview summary are formally presented to the Residency Program Advisory Committee (RAC), or equivalent.

5.2.16. A faculty consensus is formed on the selections for entry into the NRMP Rank Order Listing or for departmental selection for those positions not placed in the match (i.e., PGY-2). Final disposition for applicant selection and ranking is done by the residency program director and/or department chairperson.

VI. NON-IMMIGRANT APPLICANTS TO RESIDENCY PROGRAMS:

6.1. MSM supports the AAMC recommendation that the J-1 visa is the more appropriate visa for non-immigrant International Medical School Graduates (IMGs) seeking resident positions in MSM sponsored programs (Reference: AAMC Legislative and Regulatory Update, October 15, 1993).

6.2. All IMGs shall provide a current (stamped indefinite) certificate of proof of meeting the Educational Commission for Foreign Medical Graduates (ECFMG) requirements for clinical proficiency.

6.3. The **Exchange Visitor Program** is administered by the U.S. Department of State. The ECFMG is the sponsoring institution for Alien Physicians in GME programs under the Exchange Visitor Program. Applicants may be considered for selection by the residency program based upon their academic qualifications and eligibility for sponsorship by the ECFMG. The MSM-GME office is the school liaison for processing applications for ECFMG sponsorship of non immigrants for **J-1** status.

6.4. Applicants who submit a petition for MSM sponsorship for a **H-1B, Non Immigrant Temporary Worker Visa** may only be considered for selection if the residency program is unable to select quality candidates from LCME, AOA, Canadian medical schools, or J-1 Exchange Visitors.

6.4.1. Each request for an H-1B petition shall be reviewed by the Assistant Dean, for Graduate Medical Education or the Director of Graduate Medical Education, on a case-by-case basis.

6.4.2. *Applicants considered for this visa category must have completed all USMLE licensure examination requirements*.

6.5. Applicants seeking residency positions that have other non-immigrant status such as Transitional Employment Authorization Documents, Asylum status, etc., may need to seek legal counsel to effect entry into a residency program. This review will be coordinated through the MSM-GME office along with the MSM-International Programs office for final determination.

VII. RESIDENT APPOINTMENTS:

7.1. Morehouse School of Medicine Resident appointments shall be for a maximum of 12 months from July to June, year to year.

7.1.1. At MSM, a "Resident Appointment" is defined as a non-faculty position granted to an individual based upon his or her academic credentials and the meeting of other eligibility criteria as stated in MSM and residency program policies and standards.

7.1.2. This position is also that of a "physician in training."

7.2. Resident appointments are managed by the Graduate Medical Education Office on behalf of the Senior Vice President for Academic Affairs and are processed by the Human Resources Department (HRD).

7.3. Residents may enter the residency program at other times during a given Post Graduate Year (PGY) but must complete all requirements according to the structure of the program. This usually means completing the PGY-One year from the date the Resident started. There are no provisions for "shared" or "part-time" positions in MSM Residency programs.

7.4. A selected applicant must be formally offered a position in the residency program. A written agreement shall be entered into between the applicant and Morehouse School of Medicine (MSM).

7.4.1. This agreement signed by the residency program director and department chairperson shall constitute a recommendation for an academic non faculty appointment to the Dean.

7.4.2. Approval of the selection shall be by the Director of Graduate Medical Education as the Dean's designated approval authority.

7.5. Residents shall not perform any clinical duties until they

7.5.1. Process through the MSM Human Resources Department and they officially become a part of the MSM personnel system; and

7.5.2. Have obtained a Georgia Temporary Resident Postgraduate Training Permit or possess a permanent physician's license.

7.6. References to support this policy are available in the GME Office.