

Title: GME Eligibility, Recruitment, Selection & Appointment	*Applicable to: Beaumont Health	Effective Date: 03/26/2018
Policy Owner: Graduate Medical Education Committee	Document Type: Policy	Last Periodic Review Date: 03/26/2018 Functional Area: GME Human Resources

***For This Document, Beaumont Health Includes:**

Beaumont Corporate Shared Services
 Beaumont Hospital, Dearborn
 Beaumont Hospital, Farmington Hills
 Beaumont Hospital, Grosse Pointe
 Beaumont Hospital, Royal Oak
 Beaumont Hospital, Taylor
 Beaumont Hospital, Trenton
 Beaumont Hospital, Troy
 Beaumont Hospital, Wayne
 Beaumont Medical Group

I. PURPOSE

The purpose of this policy is to define eligibility criteria, and the requirements for the recruitment, selection and appointment of residents and fellows.

II. ELIGIBILITY

- A. All allopathic and osteopathic programs adhere to Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements pertaining to Eligibility and Selection of Residents/Fellows. Applicants must meet one of the following qualification to be eligible for appointment to an ACGME-accredited program:
1. Graduates of allopathic medical schools in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME), who have passed Steps 1 and 2 (both CS and CK) of the United States Medical Licensing Examination (USMLE); or,
 2. Graduates of osteopathic medical schools in the United States, accredited by the American Osteopathic Association (AOA), who have passed Steps 1 and 2 (both CE and CP) of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX); or,
 3. Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
 - a. Holds a currently-valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
 - b. 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,

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- c. Has graduated from a medical school outside the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school: A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions: (1) have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States medical school; (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) have attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the USMLE.
 - 4. For fellowships, completion of an approved residency program, as determined by the program requirements, and must have completed steps 1, 2 (both CS and CK/CE and CP) and 3 (all parts) of the USMLE or COMLEX and must be eligible to obtain a full medical license upon completion of the fellowship or after a total of six years of training, whichever comes first.
- B. Applicants to Podiatry Residency programs must be graduates from podiatry schools accredited by the Council on Podiatric Education who have passed Parts 1 and 2 of the National Board of Podiatric Medical Examiners (NBPME).

III. RECRUITMENT

- A. All programs must adhere to the requirements and rules of the resident/fellow “matching program” with which they participate, including the National Resident Matching Program (NRMP), the San Francisco Match (Ophthalmology), American Urologic Association Match (Urology) and National Matching Service (NMS) for osteopathic programs. Podiatric programs participate in the American Association of Colleges of Podiatric Medicine (CASPR/CRIP) match.
- B. All current-year U.S. allopathic medical school senior students must be selected through the NRMP or equivalent match for all programs; appointment outside of the Match for this group is not allowed (All-In Policy).

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- C. The NRMP provides matching services for subspecialty training through the Specialties Matching Service (SMS). Throughout the year, 27 fellowship matches for more than 58 subspecialties are conducted. The All-In Policy applies to all some programs participating in SMS, consult www.nrmp.org/policies/all-in-policy.
- D. International Medical Graduates (IMG's) are considered in accord with the ACGME requirements. In addition, all who are not U.S. Citizens must be eligible to receive immigration and visitation documents that will allow them to start their programs on time and to remain in their programs for the duration of training.
- E. In keeping with ACGME and NRMP rules, all applicants are provided detailed information in writing on the conditions and benefits of their potential appointment:
1. All applicants have access to Beaumont's GME website, www.beaumont.edu, which provides the terms, conditions and benefits of appointment to the ACGME-accredited program, either at the time of the interview or that will be in effect at the time of appointment. Extensive information for applicants is posted, including a sample contract and most recent salary schedule and benefits: outlining professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents. Institutional GME Policies are also posted to provide additional information about the learning and working environment.
 2. 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, which meets all ACGME requirements.
 - b. Current Salary for all postgraduate training years.
 - c. Summary of benefits outlining professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents, other benefits.
 - d. Post-match and pre-employment expectations (e.g., licensure, health screenings, nicotine testing, etc.)
 - e. Institutional support services including call rooms, laundry services, library, etc.
 - f. Local area points of interest

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IV. SELECTION

- A. All programs adhere to ACGME Institutional Requirements pertaining to Eligibility and Selection of Residents/Fellows as detailed in section IV.A.
- B. Programs select from among eligible applicants based on program-specific criteria, such as preparedness, ability, aptitude, academic credentials, communications skills, and personal qualities (e.g., motivation and integrity).
- C. Programs will not discriminate based on gender, sexual orientation, race, age, religion, color, national origin, disability (with reasonable ability for us to provide accommodation), veteran status, or any other applicable legally protected status.

V. APPOINTMENT

- A. Following the match or selection, a written Graduate Medical Education contract (Agreement of Appointment) outlining the terms and conditions of their appointment to a program is provided. The contract contains or provides a reference to the following:
 - 1. Resident/fellow responsibilities
 - 2. Duration of appointment
 - 3. Financial support
 - 4. Conditions for reappointment and promotion to a subsequent Post Graduate Year (PGY) level
 - 5. Grievance and due process
 - 6. Professional liability insurance, including a summary of pertinent information regarding coverage
 - 7. Hospital and health insurance benefits for residents/fellows and their eligible dependents
 - 8. Disability insurance for residents/fellows
 - 9. Vacation, parental, sick, and other leave(s) for residents/fellows, compliant with applicable laws
 - 10. Timely notice of the effect of leave(s) on the ability of residents/fellows to satisfy requirements for program completion
 - 11. Information related to eligibility for specialty board examinations
 - 12. Institutional policies and procedures regarding resident/fellow work hours and moonlighting

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VI. REFERENCES

Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements Section IV.A & B and Common Program Requirements Section III.A

Approved by the Beaumont Health Graduate Medical Education Committee (GMEC),
June 20, 2017

CORPORATE AUTHORITY:

Beaumont Health (“BH”) as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., (“Subsidiary Hospitals”) establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals’ workforces are collectively designated as BH workforce throughout BH policies.