

Hospital-wide Policy	Title: Selection and Appointment of House Officers
Issuing Department: Educational Office	Effective Date: June 10, 2019
<p>IMPORTANT NOTICE: The official version of this policy is contained in the Policy and Procedure Manager (PPM) and may have been revised since the document was printed.</p>	

INTRODUCTION:

It is the responsibility of each Program Director to select and appoint House Officers in accordance with the procedures described below, and in accordance with relevant requirements of the Accreditation Council for Graduate Medical Education’s (“ACGME”) Essentials of Accredited Residencies in Graduate Medical Education: Institutional and Program Requirements or the applicable accrediting organization for the specific Graduate Medical Education (“GME”) program.

Each program, in partnership with the Sponsoring Institution, must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of residents, fellows and faculty members. Recognizing that a diverse workforce has a unique and inherent educational value, this policy embodies the aspiration that this academic community will train culturally competent physicians and improves access to care for underserved populations.

These procedures are applicable to all House Officers enrolled in the Hospital’s GME programs.

The term “House Officers” shall include physicians, or other graduates of a doctoral program who are enrolled in a Hospital-sponsored training program as interns, residents or fellows (hereinafter “Trainees”).

Each Program is required to establish its own written criteria and processes for the selection of Trainees that should include the criteria and terms set out in this Policy. The GME Committee will survey each Program periodically and assist programs in implementing these requirements. Each Program’s selection criteria and any changes made to the criteria must be on file with the Hospital’s GME Office.

SELECTION

- A. General; Non-discrimination. The Hospital's GME programs select from eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. The Hospital does not discriminate with regard to gender, gender identity or expression, race, age, religion, color, national origin, disability, veteran status, sexual orientation, or genetic information.
- B. Matching Program. Specific GME Programs participate in the National Resident Matching Program (NRMP) in accordance with the rules and procedures of the NRMP.
- C. Screening. Each Program will screen applicants in accordance with its written program selection criteria. Programs must incorporate the eligibility criteria outlined below into their process.
- D. Interviews. The Programs should conduct interviews for all applicants that meet the Program's selection criteria. Each Program will conduct the interview process and the documentation of the interview in accordance with its written criteria.
- E. Rank Order/Final Selection. Each Program is responsible for ranking the applicants for submission to NRMP or for final selection by the Program according to the Program's written selection criteria.

ELIGIBILITY

House Officers requesting appointment to the Hospital's GME ACGME accredited training programs must meet the criteria listed in A-E below.

- A. Medical School. In addition to criteria listed in subsequent paragraphs B- E, applicants must be:
 - 1. Graduates of medical schools in the U.S. and Canada accredited by the Liaison Committee on Medical Education (LCME); OR
 - 2. Graduates of colleges of osteopathic medicine in the U.S. accredited by the American Osteopathic Association (AOA); OR
 - 3. Graduates of medical schools outside the U.S. and Canada who have a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) or who have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction.
- B. USMLE.
 - 1. Applicants to first post-graduate year ("PGY") positions must have passed Steps 1 and 2CK and 2CS of the United States Medical Licensing Examination ("USMLE") or an acceptable equivalent examination, *such as COMLEX (the osteopathic medicine equivalent).*

2. Applicants to Fellowship positions must have passed Step 3 of the USMLE. Special circumstances may exist for International Medical Graduates (IMGs) who are not eligible to take Step 3 and may be approved on a case-by-case basis by the GME Office.
- C. Licensure. Applicants must be eligible for a Limited or Full License under the provisions of the Massachusetts Board of Registration in Medicine regulations. All appointments are contingent upon the Trainee's successful application for and maintenance of a Massachusetts license.
 - D. Prerequisite Training. Applicants to positions other than first post-graduate year must be in good standing in the required preliminary or prerequisite program. Appointment will be contingent upon satisfactory completion of the prerequisite training requirement.
 - E. Visas. The Program Director must inform the Director of the GME Office of any agreements to sponsor visa applicants. The Hospital **prefers** Programs to sponsor Trainees on a J-visa. Under special circumstances, the Hospital may permit sponsorship of Trainees on H-visas or O-visas. Please refer to the GME Visa Sponsorship Information Sheet for additional guidance.

APPOINTMENT

Each Trainee must have the following documents on file with the GME Office prior to the first day of his/her appointment:

- A. Signed Appointment Agreement;
- B. Copy of Limited or Full License as well as the application
- C. **Trainees applying for a full or limited license must provide copies of their licensure applications and licenses to the GME Office no later than April 15th before the start of the new academic year.**
- D. Copy of visa, if applicable
The applicant must provide a copy of the visa to the GME Office prior to appointment start date.
- E. Copy of valid ECFMG certificate, if applicable; (see Note below)
- F. Proof of appropriate professional liability insurance coverage; and
- G. Documentation of health screening consistent with hospital and regulatory requirements;
- H. National Provider Identifier number (NPI):
The NPI number per the Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard states that all healthcare providers must apply for their number prior to appointment. The NPI number must be given to the GME office prior to the first day of his/her appointment
9. Confirmation of CORI and Hire Right clearance through Human Resources Office

Note: Since 1998, applicants for ECFMG certification are required to pass the Clinical Skills & Assessment Examination in addition to the written examination.