



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Associate Dean for Graduate
Medical Education, DIO
Responsible Office: SMHS Office of GME
Most recent revision:

POLICY ON RECRUITMENT, ELIGIBILITY, SELECTION AND APPOINTMENT OF RESIDENTS AND FELLOWS

Policy Statement

This policy is designed to define the requirements and procedures for the recruitment, eligibility, selection and appointment of residents for graduate medical education programs at The George Washington University School of Medicine and Health Sciences.

Who Needs to Know This Policy

All Accreditation Council for Graduate Medical Education (ACGME)-accredited residency and fellowship programs sponsored by the GW School of Medicine and Health Sciences (SMHS)

Policy Contact

Associate Dean for Graduate Medical Education, DIO

Who Approved This Policy

Graduate Medical Education Committee (GMEC)

History/Revision Dates

APPROVED BY GMEC: July 17, 1995
REVISED BY GMEC: April 21, 1997
REVIEWED BY GMEC: March 18, 2002
REVIEWED, REVISED AND APPROVED BY GMEC: July 15, 2002
REPLACES: previous policy for Eligibility and Selection of Residents
Revised by GMEC: December 15, 2008
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Reviewed, Revised and Approved by GMCE: March 21, 2016
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Policy

The recruitment and appointment of residents to training programs sponsored by The George Washington University School of Medicine and Health Sciences is based on and is in compliance with both the institutional and program requirements of the Accreditation Council for Graduate Medical Education (ACGME). The process of application, eligibility, selection and appointment of residents to a training program is the responsibility of the Chair, the Program Director, and/or departmental faculty with oversight by the Office of Graduate Medical Education and the Graduate Medical Education Committee. Each residency training program must establish and implement formal policies for Resident Eligibility and Selection. Training programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status. The training program's written Policy for Eligibility and Selection of Residents must include a description of the criteria for eligibility and selection according to the following guidelines:

Recruitment

Candidates for programs (applicants who are invited for an interview) must be informed in writing or by electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which call rooms, meals, laundry services, or their equivalents are provided. A packet with this information, including a sample resident agreement, is provided to the programs annually by the GME Office before resident interviews commence. This information is also posted to the GME website.

Selection

All George Washington University School of Medicine and Health Sciences graduate medical education programs must select from eligible applicants on the basis of their preparedness and ability to benefit from the residency program. In selecting from among qualified applicants for first-year positions, all residency programs must participate in the National Resident Matching Program (NRMP) and the Electronic Residency Application Service (ERAS) where such is available.

Each residency program must establish criteria for the selection of residents. Criteria should include aptitude, academic credentials, personal characteristics, letters of recommendation, and the ability to communicate.

In addition, each program director may set forth specific requirements as determined by the area of specialty interest.

Eligibility

According to the ACGME Institutional Requirements, Section IV., applicants with one of the following qualifications are eligible for appointment to accredited residency programs:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
3. Graduates of medical schools outside the United States and Canada who meet one of the following criteria:
 - a. Have current valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment or
 - b. Have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in his/her ACGME specialty/subspecialty program.
4. Graduates of medical schools outside the United States who have 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 U.S. 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 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 United States Medical Licensing Examination (USMLE).*

The George Washington University School of Medicine and Health Sciences requires the following for placement on GWU rank order lists and appointment to a GWU residency program:

1. Transcript of passing scores for USMLE Step 1, Step 2 (CK) and Step 2 (CS) for placement on rank order lists and appointment to the PGY 1 or PGY 2 level (or equivalent COMLEX scores).
2. Transcript of passing score for USMLE Step 3 for placement on rank order lists and appointment to the PGY 3 level or higher (or equivalent COMLEX scores). In selected cases, with the approval of the Office of Graduate Medical Education, applicants may be placed on rank order lists without USMLE Step 2 (CK and CS) scores. Selected cases may include applicants applying to GWU residency programs with an early residency match.

Suggested criteria – Minimum:

- Dean's Letter, if appropriate
- 2 or 3 Medical School Reference Letters
- Medical School Transcript
- Copy of Diploma, if applicable
- Copy of the Medical Education Exam Scores (National Boards, FLEX, ECFMG exam and valid certificate, FMGEMS, USMLE, COMLEX)
- Personal Interview

Appointment

Upon verification by the GME Office that an applicant has met eligibility requirements, completed the application process, and been selected according to established criteria, he/she will begin the process of appointment with the GME Office. An applicant is considered fully appointed and registered in the University and entered into the payroll system in order to receive a salary only after all the following information has been submitted to the GME Office:

1. Verification of successful graduation if previously anticipated. For graduates of US or Canadian medical schools, this includes a letter from the Registrar of the appropriate School of Medicine. For graduates of Medical Schools outside the US and Canada, a current valid ECMFG certificate is required.
2. Completion of all the following forms (with valid signatures)
 - a. Resident Agreement of Appointment (contract)
 - b. Confidential Office of Safety and Radiation Protection OSHA Respirator Medical Evaluation Questionnaire
 - c. Resident Medical Screening Form
 - d. Graduate Medical Education Biographical Data Form
 - e. Long-Term Disability Application Form
 - f. Trainee medical license applications for the State of Maryland and the Commonwealth of Virginia, if required by the training program
3. Attendance at Orientation and completion of all University required documents.
 - a. Residents entering the program at the PGY 1 level are required to attend the June orientation for new PGY 1 residents.
 - b. Residents with at least one year of ACGME-accredited training and fellows are required to attend the July orientation for new residents and fellows.
 - c. Residents and Fellows with no prior ACGME-accredited training in the U.S. are required to attend the June orientation for new PGY 1 residents.
4. Copy of a valid VISA (if applicable)
5. Completion of the I-9 Form
6. Completion of Pre-Employment Health Clearance in compliance with the GMEC Policy for Medical Clearance.
7. An “active” DC Medical Training License (MTL) or full DC Medical License, in compliance with the District of Columbia law for licensure of physician trainees.

Transfers of Residents to GW

Residents who transfer from another ACGME training program must meet the eligibility requirements noted above. Before accepting a resident who is transferring from another program, the program director will obtain **written or electronic verification of previous educational experience and a summative competency-based performance evaluation of the transferring resident and submit to the GME Office with the resident's application packet.**

Procedure

Compliance with the terms of this policy is monitored according to the following procedure:

1. At the end of each Match cycle, the Training Program Director and/or Program Coordinator for each training program submits to the Director of Graduate Medical Education a list of all incoming residents.
2. The GME Office completes the credentialing process.
3. Violation of any of the above appointment requirements is grounds for dismissal of the resident from the program.
4. The GMEC verifies the presence of a training program's policy for Eligibility and Selection of Residents and monitors compliance with this policy as part of the annual institutional review process.