



Resident / Fellow Eligibility and Selection Policy

PREPARED BY: Rebecca Gaumitz Manager, GME	PAGE: 1 of 3	EFFECTIVE DATE: 7/1/2024	POLICY NUMBER: KH-GME-101
REVIEWED BY: Graduate Medical Education Policy Committee	REVIEWED BY: Graduate Medical Education Committee	REVIEWED BY Alisa Merolli, MD DIO	APPROVED BY: Thomas Wold, DO CMO

- I. **Purpose.** The purpose of *Resident / Fellow Eligibility and Selection* (this “Policy”) is to provide objective standards by which applicants may be chosen for interview and ranking that are consistent with the standards of each ACGME training program and the Graduate Medical Education Department of Kent Hospital. Recruitment and appointment of residents/fellows to Kent Hospital’s programs is performed by the respective Program Directors and faculty under the oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education.

- II. **Scope.** This Policy applies to the administration of the Kent Hospital training programs, the GME department and the applicants to the respective programs.

- III. **Policy.** It is the policy of Kent Hospital that the selection of applicants to the Kent Hospital Graduate Medical Education Programs should be standardized to ensure that all eligibility requirements are met, the selection process is fair to all participants, and the residents/fellows selected through the process are quality learners appropriate for addition to Kent Hospital’s training programs.

- IV. **Procedure.**
 1. Resident Eligibility – an applicant must meet one of the following qualifications to be eligible for appointment to one of our residency programs;
 - a. Graduates of medical school in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME)
 - b. Graduates of colleges of osteopathic medicine in the United States accredited by the Commission of Osteopathic College Accreditation (COCA).
 - c. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - i. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or
 - ii. Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are training.
 - iii. Has graduated from a medical school outside the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school.
 - iv. The programs will accept applications and if needed will sponsor applicants who are eligible for a J-1 visa from the ECFMG.

 2. Fellowship eligibility – an applicant must meet the following qualifications to be eligible for appointment to one of our fellowship programs:
 - a. All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited or AOA-accredited core residency program.

- b. Fellowship programs must receive verification of each entering fellow's level of competency in the required field using ACGME assessments from the core residency program.
3. Application Process
 - a. All residencies/fellowships at Kent Hospital accept applications via ERAS.
 - b. To be considered for an interview, applications should include:
 - i. Medical School Dean's Letter or equivalent (MSPE)
 - ii. Three letters of recommendations applicable to each program
 - iii. Medical School Transcript
 - iv. Personal Statement of Interest
 - c. In order to be considered for final selection into one of our residency programs, applicants must have passed USMLE Step 2CK and Step 2CS or COMLEX Part II and Part II/PE (*residency programs may have specific percentile score requirements, and first-time pass requirements*)
 - d. All programs participate in an organized matching program, the National Residency Matching Program (NRMP) and abide by all Matching Program Policies and Procedures
 - e. Programs that do not successfully fill abide by the NRMP Policies and participate in the Supplemental Offer and Acceptance Program (SOAP)
 - i. Applicants through the SOAP must still meet the above criteria
 4. Resident/Fellow Selection
 - a. Programs will not discriminate with regard to gender, sexual orientation, race, age, religion, color, national origin, marital status, disability, veteran status, or any other applicable legally protected status.
 - b. Eligible applicants are selected on the basis of residency/fellowship-related criteria. These criteria may include but are not limited to their preparedness, prior experiences, ability, aptitude, academic credentials, communication skills and personal qualities such as motivation and integrity. The process of application, eligibility, selection, and appointment of Residents/Fellows to a Program is the responsibility of the Program Director.
 - c. The recruitment and appointment of Residents/Fellows to training programs sponsored by Kent Hospital is based on, and in compliance with, the ACGME's institutional, common and specific program requirements.
 5. Program Responsibilities
 - a. The Program Director/Coordinator is responsible for supplying all interviewees to our ACGME Programs:
 - i. A copy of the Eligibility and Selection Policy
 - ii. A Current Contract in effect at the time of the interview which includes but not limited to the stipends, benefits, professional liability coverage, and disability insurance coverage
 - iii. Institutional Policies for vacation and leaves of absence.
 - b. The Office of Graduate Medical Education is responsible for:
 - i. Providing annual updates to all programs of the following documents:
 1. Policies and Procedures
 2. Sample Appointment Agreement/Contract

V. Definitions.

Applicant: Any eligible Osteopathic or Allopathic physician.

ERAS: Electronic Residency Application System

COMLEX: Comprehensive Osteopathic Medical Licensing Exam required by osteopathic institutions.

USMLE: United States Medical Licensing Exam required by allopathic institutions.

ECFMG: Educational Commission for Foreign Medical Graduates

REFERENCES:

ACGME Institutional Standards

APPROVAL/REVISION:

07/01/2008: Initial Version of Policy approved

05/11/2017: Revision Approved

04/12/2018: Revision Approved

01/13/2019: Revision Approved

04/15/2021: Revision Approved

05/09/2024: Revision Approved

REPLACES:

8034-001