

**INOVA FAIRFAX MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on Eligibility, Selection, and Transfer of House Officers

I. Purpose

To establish a policy for all post-graduate training programs at Inova Fairfax Medical Campus to use in the selection of house officers. Inova is committed to Equal Employment Opportunity/Affirmative Action, and compliance with all laws and regulations pertaining to both. Inova Graduate Medical Education is committed to the development of a diverse and inclusive workforce for all members of its academic community.

II. Scope

This policy applies to all ACGME-accredited and CPME approved training programs at Inova Fairfax Medical Campus. All information contained in this policy shall be used as minimum criteria for selection. More detailed selection criteria may be delineated by each clinical department in its departmental policy on selection and credentialing of house officers.

III. Definitions

“House Staff/House Officer” refers to all interns, residents, and fellows enrolled in post-graduate training programs.

“Match” refers to the formal process of matching resident applicants to hospitals, as administered by the National Residency Matching Program (NRMP).

IV. Eligibility and Selection

Eligibility and Selection of Residents/Fellows: The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment and appointment, and must monitor each of its ACGME-accredited programs for compliance.

See the individual Residency Review Committee requirements to ensure compliance with policy and ACGME requirements

Eligibility of Residents

- A. An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program.
 - 1. Graduation from an LCME (Liaison Committee on Medical Education) accredited medical school in the United States or Canada.

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2. Graduation from an AOA (American Osteopathic Association) accredited college of osteopathic medicine in the United States.
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 prior to appointment.
 - b. Holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in which the ACGME-accredited program is located.
4. Graduation from a CPME (Council on Podiatric Medical Education) accredited podiatry school for podiatry residency.

Inova Fairfax Medical Campus does not provide re-training opportunities for those who have completed a residency or fellowship and are in need of additional clinical experiences to qualify for board examination.

B. Resident Appointments– The program director must comply with the criteria for resident eligibility as specified in the Institutional Requirements.

1. All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA-approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)– accredited of College of Family Physicians of Canada (CFPC)– accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation.
 - a. Residency programs must receive verification of each resident’s level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.
2. A physician who has completed a residency program that was not accredited by ACGME, AOA, RCPSC, CFPC, or ACGME-I (with Advanced Specialty Accreditation) may enter an ACGME-accredited residency program in the same specialty at the PGY-1 level and at the discretion of the program director at the ACGME- accredited program and with approval by the GMEC, and may be advanced to the PGY-2 level based on ACGME Milestones evaluations at the ACGME-accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry.
3. A Review Committee may grant the exception to the eligibility requirements specified for residency programs that require completion of a prerequisite residency program prior to admission as follows:
 - a. An ACGME-accredited program may accept an exceptionally qualified international graduate applicant, who does not satisfy the eligibility requirements

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but who does meet all of the following additional qualifications and conditions:

- i. Assessment by the program director and selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty.
 - ii. Review and approval of the applicant's exceptional qualifications by the GMEC.
 - iii. Verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.
- b. Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

Eligibility for Fellows

- A. Annually, each specialty Review Committee will choose one of the following options when determining fellow eligibility:
1. **Option 1:** All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.
 2. **Option 2:** All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program.

*Eligibility for ABMS or AOA Board certification may not be satisfied by fellowship training. Applicants must be notified of this at the time of application.

- B. If the Review Committee selects **Option 1** above, fellowship programs must receive verification of each entering fellow's level of competence in the required field, upon matriculation, using ACGME, ACGME-I, or CanMEDS Milestones evaluations from the core residency program.
- C. If the Review Committee selects **Option 2** above, fellowship programs must receive verification of each entering fellow's level of competence in the required field, upon matriculation, using ACGME Milestones evaluations from the core residency program.
1. Some ACGME-accredited fellowships that choose **Option 1** may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements listed in **Section A** but who does meet all of the following additional qualifications and conditions:

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*(Review Committees that selected **Option 1** will decide whether or not to allow this exception. Fellowship eligibility exception not permitted with **Option 2**.)*

- a. Evaluation by the program director and fellowship selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty.
 - b. Review and approval of the applicant's exceptional qualifications by the GMEC.
 - c. verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.
2. Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.
 3. The program director must not appoint more fellows than approved by the Review Committee.
 - a. All complement increases must be approved by the Review Committee.

*The Review Committee may further specify minimum complement numbers. The Program Director must refer to the specifications of the Review Committee to ensure compliance.

Selection

- A. All applications for House Staff positions must be submitted by one of the following:
 1. The Electronic Residency Application Service (ERAS).
 2. The Central Application Service for Podiatric Residencies (CASPR).
- B. The Program Director, or designee, will evaluate and select the candidates he/she believes to be the most qualified for the positions available within the training program (see below).
- C. Procedure: Once an applicant is selected for an interview, the following procedures must be employed by all programs:
 1. The following credentials must be collected for each candidate:
 - c. Application and personal statement, completed and signed.
 - d. Original Dean's Letter or original letter sent through the ERAS or CASPR system.
 - e. Original (certified) medical school transcript.
 - f. Verification of graduation from the medical school. (Appointments to PGY-1 positions may be made prior to graduation. However, it is the responsibility of each Program Director to verify graduation before the intern begins in the program, and documentation of graduation must be filed in the resident's file).

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- g. Two (2) letters of reference from attending physicians familiar with the individual's performance. If the candidate has previously been in a post-graduate training program, one letter must be from the candidate's former Program Director.
 2. Candidates from medical schools not accredited by the LCME or the AOA must have the following additional documentation:
 - h. Official certified translation of all documents listed above, if original is not in English, and
 - i. A currently valid certificate from the Education Commission for Foreign Medical Graduates (ECFMG) prior to appointment or, possesses a full and unrestricted license to practice medicine in the state of Virginia.
 3. All candidates should interview with the Program Director or designee.

All accredited categorical programs are expected to participate in the National Residency Match Program (NRMP). The NRMP All-In Policy requires any program participating in the Main Residency Match to register and attempt to fill all positions through the Main Residency Match or another national matching plan. The All-In Policy applies to positions for which the NRMP offers matching services, including PGY-1, PGY-2 and in the case of Child Neurology, PGY-3 positions.

- a. All PGY-1 positions and PGY-2 positions in specialties that can begin at either the PGY-1 or PGY-2 level must be placed in the Main Residency Match, regardless of whether the program begins in the PGY-1 or PGY-2 year.
 - b. PGY-2 or higher positions in specialties accredited to begin only at the PGY-1 level are not subject to this policy.
 - c. The All-In Policy does not apply to the Specialties Matching Service.
 4. All candidates should be evaluated based on the following minimum criteria:
 - d. Preparedness
 - e. Ability
 - f. Aptitude
 - g. Academic credentials
 - h. Communication skills
 - i. Personal qualities, such as motivation and integrity
 5. All candidates invited for interviews must be given the following information in electronic or written format:
 - j. Salary and benefits
 - k. Leave including vacation, sick and/or other leaves of absence
 - l. Conditions of employment such as written in the House Staff Agreement including professional liability, health and disability insurance, as well as reference to Institutional House Staff Policies.

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6. Upon selection (or after the match) the GME office will verify credentials. Upon verification, contracts shall be prepared by the Office of Graduate Medical Education and signed by the Chief Executive Officer of Inova Fairfax Medical Campus. Contracts shall be distributed to the department and sent to the candidate selected in a timely manner – typically within two months of the announcement of the NRMP results.
 - m. Neither the sponsoring institution nor any of its GME training programs will require a resident/fellow to sign a non-competition guarantee or restrictive covenant.

V. Resident/Fellow Transfer

- A. The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of the transferring resident/fellow, and Milestones evaluations upon matriculation.
- B. The individual Review Committee may further specify. Program directors must refer to their individual Review Committee to ensure compliance.