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. To further establish a procedure for the credentialing of house officers.

II. Scope

This policy applies to all ACGME-accredited and CPME approved training 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. Responsibilities/Requirements

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.

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.
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 his or her current ACGME specialty/subspecialty program
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.
4. A CPME (Council on Podiatric Medical Education) accredited podiatry school for podiatry residency.
5. 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 Programs– 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, or in Royal College of Physicians and Surgeons of Canada (RCPSC)– accredited of College of Family Physicians of Canada (CFPC)– accredited residency programs located in Canada. Residency programs must receive verification of each applicant’s level of competency in the required clinical field using ACGME or CanMEDS Milestones assessments from the prior training program.
2. A physician who has completed a residency program that was not accredited by ACGME, RCPSC or CFPC 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 may be advanced to the PGY-2 level based on AGME Milestones assessments 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 applicant, who does not satisfy the eligibility requirements 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 or a subcommittee of the GMEC
      iii. Satisfactory completion of the United States Medical Licensing Examination (USMLE) Steps 1, 2 and if the applicant is eligible, 3
      iv. For an international graduate, verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification
      v. Applicants accepted by this exception must complete Milestones evaluation (for the purposes of establishment of baseline performance by the Clinical Competency Committee), conducted by the receiving program within six weeks of matriculation. This evaluation may be
waived for an applicant who has completed an ACGME International-accredited residency based on the applicant’s Milestones evaluation conducted at the conclusion of the residency program.

1. If the trainee does not meet the expected level of Milestones competency following entry into the program, the trainee must undergo a period of remediation, overseen by the Clinical Competency Committee and monitored by the GMEC or a subcommittee of the GMEC. This period of remediation must not count toward time in training.

** An exceptionally qualified applicant has (1) completed a non-ACGME-accredited residency program in the core specialty, and (2) demonstrated clinical excellence, in comparison to peers, throughout training. Additional evidence of exceptional qualifications is required, which may include one of the following: (a) participation in additional clinical or research training in the specialty or subspecialty; (b) demonstrated scholarship in the specialty or subspecialty; (c) demonstrated leadership during or after residency training; (d) completion of an ACGME-International-accredited residency program.

[Each Review Committee will decide no later than December 31 of the year whether the exception specified above will be permitted. If the Review Committee will not allow this exception, the program requirements will include the following statement]: The Review Committee for ____ does not allow exceptions to the Eligibility Requirements for Programs.

4. Review Committees will grant no other exceptions to these eligibility requirements for residency education.

C. Fellowship Programs - The program director must comply with the criteria for resident eligibility as specified in the Institutional Requirements.

1. All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, or in an RCPSC-accredited or CFPC-accredited residency program located in Canada.
   a. Fellowship programs must receive verification of each entering fellow’s level of competency in the required field using ACGME or CanMEDS Milestones assessments for the core residency program.
   b. Fellow eligibility exception requirements are detailed in B.3. above.

D. All applications for House Staff Positions must be submitted by one of the following:
   1. The Electronic Residency Application Service (ERAS)
   2. The Universal Application for Residency Training
   3. Program specific application for residency or fellowship training.
   4. The Central Application Service for Podiatric Residencies (CASPR)
E. 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).

F. 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:
   a. Application and personal statement, completed and signed.
   b. Original Dean’s Letter or original letter sent through the ERAS system.
   c. Original (certified) medical school transcript.
   d. 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.)
   e. 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:
   a. Official certified translation of all documents listed above, if original is not in English, and
   b. 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.

4. 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.

5. All candidates should be evaluated based on the following minimum criteria:
   a. Preparedness
b. Ability

c. Aptitude

d. Academic credentials

e. Communication skills

f. Personal qualities, such as motivation and integrity

6. All candidates invited for interviews must be given the following information in electronic or written format:

a. Salary and benefits

b. Leave including vacation, sick other leaves of absence

c. 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.

7. 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.

a. 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.

8. Inova Fairfax Medical Campus is an equal opportunity employer. Graduate medical education programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.

V. Resident Transfer

A. Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

B. A program director must provide timely verification of residency education and summative performance evaluation for residents who may leave the program prior to completion.