

Jefferson Health Graduate Medical Education POLICY AND PROCEDURE

Effective Date: June 20, 2024

DEPARTMENT: House Staff Affairs

SUBJECT: Recruitment, Selection,
Eligibility, and Appointment

I. PURPOSE

To establish selection, eligibility and appointment requirements for residents and fellows (hereafter referred to as “residents”) for all Jefferson Health Graduate Medical Education (JH-GME) sponsored and accredited graduate medical education training programs. To describe the recruiting posture for JH-GME programs.

II. SCOPE

Applicable to all residents and fellows currently applying to, matched to and enrolled in accredited or approved medical, dental and podiatric graduate training programs sponsored by Sidney Kimmel Medical College/Thomas Jefferson University Hospital (SKMC/TJUH).

III. DEFINITIONS

Accredited/approved graduate training program (residency or fellowship): A program formally recognized by the Accreditation Council for Graduate Medical Education (ACGME), the Commission on Dental Accreditation of the American Dental Association (CODA-ADA), Council on Podiatric Medical Education (CPME) or a similar national accrediting or certifying agency to offer educational and clinical experience in a specific medical or dental specialty.

Resident (graduate trainee; includes fellows): A graduate of a medical, osteopathic, dental, podiatric school holding the relevant professional degree (MD, DO, DDS, DMD, DPM) and formally matched to and enrolled in an SKMC/TJUH accredited or approved medical or dental graduate training program.

IV. POLICY

Individuals applying to SKMC/TJUH accredited or sponsored graduate medical education programs must satisfy the eligibility requirements described herein. Individuals not satisfying the eligibility requirements described in this policy are not eligible for appointment. Appointed residents must satisfy continuously the eligibility requirements.

SKMC/TJUH in partnership with each of its programs, engages in practices that focus on ongoing, mission-driven, systematic recruitment and retention of a diverse and inclusive workforce of residents/fellows, faculty members, senior administrative staff members and

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other relevant members of its GME community. This is tracked annually with reports of recruiting demographics as part of the annual program evaluation.

V. PROCEDURES

Eligibility Requirements:

A. Accreditation Council for Graduate Medical Education (ACGME) Programs

1. SKMC/TJUH will not consider exceptions to these eligibility requirements.
2. Residents must satisfy the SKMC/TJUH USMLE/COMLEX policy prior to and after appointment in a JH-GME program.
3. Residents must satisfy the appointment and eligibility terms of the Graduate Training Agreement (GTA).
4. Applicants secure and maintain an appropriate license issued by the Pennsylvania/New Jersey State Board of Medicine or the Pennsylvania/New Jersey State Board of Osteopathic Medicine.
5. Transfer residents, including residents entering programs at the PGY2 level or higher must also meet all applicable requirements of the SKMC/TJUH Resident Transfer Policy.

Resident Appointment Eligibility:

1. An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program:
 - a. Graduation from a medical school in the United States of Canada, accredited by the Liaison Committee on Medical Education (LCME) or graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA) or,
 - b. Graduation from a medical school outside of the United States or Canada and meeting one of the following additional qualifications:
 - i. Holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment or,
 - ii. Holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME – accredited program is located.
 - c. 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,

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Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or 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.

- d. 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 of the ACGME-accredited program and with approval by the GMEC, 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.

Fellow Appointment Eligibility:

1. Fellowship programs must refer to their specific ACGME program requirements for additional guidance, however;
2. The relevant ACGME Review Committee may choose one of two options:
 - a. 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.
 - b. 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.
3. If the specialty's Review Committee selected the first option, 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.

**Jefferson Health Graduate Medical Education
POLICY AND PROCEDURE**

Effective Date: June 20, 2024

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4. If the specialty's Review Committee selected 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.

B. Commission on Dental Accreditation (CODA) Programs

1. To be eligible for appointment to a CODA accredited (insert SI) dental residency training program, an applicant must possess one of the following qualifications:
 - a. Graduates from a predoctoral dental education program accredited by CODA.
 - b. Graduates from a predoctoral dental education program in Canada accreditation by CODA Canada.
 - c. Graduates from an international dental school with equivalent educational background and standing as determined by the institution and program.
2. Admission of residents with advanced standing must be based on the same standards of achievement required by residents regularly enrolled in the program. Residents with advanced standing must receive an appropriate curriculum that results in the same standards of competence required by residents regularly enrolled in the program.
3. Dental residents not licensed by the State Board of Dentistry must comply with the notification of training requirements as stipulated by the Dental Board.
4. Residents must satisfy the appointment and eligibility terms of the Graduate Training Agreement.
5. Applicants who do not possess the above stated qualifications will be considered non-eligible for enrollment in a/an SKMC/TJUH sponsored dental residency program.

C. Council on Podiatric Medical Education (CPME) Residency Program:

1. To be eligible for appointment to the CPME accredited SKMC/TJUH podiatry residency training program, an applicant must be a graduate of an institution in the United States that is accredited by the Council of Podiatric Medical Education (CPME).
2. Podiatry residents must meet all Pennsylvania/New Jersey State Board of Podiatry licensure requirements for entrance into a/an SKMC/TJUH residency program.
3. Residents must satisfy the appointment and eligibility terms of the Graduate Training Agreement.

**Jefferson Health Graduate Medical Education
POLICY AND PROCEDURE**

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4. Applicants who do not possess the above stated qualifications will be considered non-eligible for enrollment in the SKMC/TJUH sponsored podiatry residency program.

D. Physician non-ACGME accredited GME programs sponsored by Jefferson Health:

1. To be eligible for appointment to a non-ACGME accredited GME program sponsored by SKMC/TJUH, the applicant must:
 - a. Successfully complete an ACGME categorical training program in a primary discipline.
 - b. Be actively engaged in the primary discipline board certification process.
 - c. Obtain and maintain an unrestricted license from the Pennsylvania/New Jersey State Board of Medicine or State Board of Osteopathic Medicine.
 - d. Obtain and maintain SKMC/TJUH "Scope of Practice" as a Fellow in a non-ACGME program, without medical staff appointment prior to the start of the training program and throughout the duration of the training program.
2. Residents must satisfy the appointment and eligibility terms of the Graduate Training Agreement.
3. Otherwise conform to the SKMC/TJUH Policy titled: Privileging for Fellows in non-ACGME Accredited Programs.

E. International Applicants

Physicians or Physician Assistants who are not US citizens, must possess and maintain an appropriate work visa (J-1, H-1, O-1, or F1 clinical base year) or valid work permit or permanent residence status (green card).

Resident Selection

A. Equal Employment Opportunity

1. It is SKMC/TJUH's policy to provide equal opportunities in any term, condition or privilege of employment to all employees and potential employees on the basis of their abilities and merits, without regard to race, color, religion, gender (including pregnancy), gender identity, gender expression, sexual orientation, national origin, ancestry, marital status, age, disability or any other classification protected by applicable discrimination laws.

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2. Jefferson Health employment policies and practices comply with all applicable federal, state and local laws and regulations.

B. Individual Residency Program Selection and Recruiting Requirements:

1. Each program director shall have a written process for the ranking and selection of applicants to its residency program.
2. Each residency program will maintain a written statement on resident selection including the application process, interview criteria and interview process.
3. Specific criteria related to the level of academic preparedness and clinical skills appropriate to each discipline will be left to the judgement and discretion of the respective Program Director and/or advisory committee. Criteria may include but are not limited to ability, aptitude, academic credentials, communications skills, and personal qualities such as motivation and integrity.
4. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointments. Information that is provided must include:
 - a. stipends and benefits
 - b. professional liability coverage
 - c. disability insurance accessible to residents/fellows
 - d. institutional policy for vacation and leaves of absence, including medical, parental and caretaker leaves of absence
 - e. health insurance accessible to residents/fellows and their eligible dependents.

C. Resident Matching Programs and Transfer Residents:

1. SKMC/TJUH requires each of its sponsored programs to participate in all applicable national matching programs and conform to the policies and procedures of the match program. The SKMC GME Office is responsible for ensuring that programs enroll, participate as expected, and follow all associated policies related to participation.
2. Transfer residents, including residents entering programs at the PGY2 level or higher must also meet all applicable requirements of SKMC/TJUH's Resident Transfer Policy.

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Approved by: Graduate Medical Education Committee

Date: 5/24/2024

Approved by:  _____

Date: 5/24/2024

Designated Institutional Official

Approved by: _____

Date: _____

Chair, GMEC

To be reviewed: Every 3 years

Previous Revisions: N/A