

Title: Eligibility, Selection and Appointment of Residents	Contains Key Words	Page 1 of 4
Policy No: GME0030		Effective Date: 08/31/2020

**I. SCOPE**

This policy applies to all residents and fellows training at the Detroit Medical Center and its hospitals.

**II. OBJECTIVE/PURPOSE**

The purpose of this policy is to ensure all programs abide by the ACGME or other accrediting body(ies) rules and regulations for the recruitment of a diverse group of qualified candidates each academic year.

**III. POLICY**

Residents shall be selected and appointed from eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. DMC graduate medical education programs shall not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

The DMC GME Office, in cooperation with the Program Directors of DMC Sponsored Training Programs, shall be responsible for review and approval of the credentials of all applicants for Training Programs at the DMC in order to assure that applicants meet the eligibility requirements specified by the DMC GMEC and the Applicable Accrediting Body.

Candidates outside their Initial Residency Period (IRP) or applying for additional training outside of an eligible CMS reimbursable position must be reviewed and approved by the DMC DIO or its designee prior to selection.

**IV. PROCEDURE AND/OR PROVISIONS**

**Eligibility**

Applicants for a DMC Sponsored Training Program must have one of the following qualifications:

1. Graduate of a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME) or the Committee on Accreditation of Canadian Medical Schools (CACMS). Valid documentation of graduation includes presentation of the original diploma from the applicant's medical school, or written confirmation from the Dean of the applicant's medical school that the applicant is expected to graduate during the same year the applicant will start residency. Applicants registered through the Electronic Residency Application Service (ERAS) shall be deemed eligible for appointment. Candidates applying outside of ERAS must be approved in writing by the DMC DIO or designee before being deemed eligible for appointment. Written approval is considered a letter of offer signed by the Program Director, submitted to the DMC GME Office and signed by the DMC DIO or designee. An offer letter cannot be presented to a candidate in advance of the DMC DIO or designee approval.
2. Graduate of a college of osteopathic medicine in the United States accredited by the AOA Commission on Osteopathic College Accreditation (COCA). Valid documentation of graduation includes presentation of the original diploma from the applicant's college of osteopathic medicine, or written confirmation from the Dean of the applicant's college of osteopathic medicine that the applicant is expected to graduate during the same year the applicant will start residency. Applicants registered through the Electronic Residency Application Service (ERAS) shall be deemed eligible for appointment. Candidates applying outside of ERAS must be approved in writing by the DMC DIO or designee before being deemed eligible for appointment. Written approval is considered a letter of offer signed by the Program Director, submitted to the DMC GME Office and signed by the

Title: Eligibility, Selection and Appointment of Residents	Contains Key Words	Page 2 of 4
Policy No: GME0030		Effective Date: 08/31/2020

DMC DIO or designee. An offer letter cannot be presented to a candidate in advance of the DMC DIO or designee approval.

3. Graduate of a medical school outside the United States and Canada who meets the following qualifications:
  - a. Hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG). Valid documentation of an ECFMG Certificate must be provided to the DMC GME Office Training Program Liaison (TPL) before the candidate's appointment is effective.
  - b. Exceptionally qualified applicants who do not satisfy the eligibility requirements listed above but meet qualifications listed in the ACGME Common Program Requirements III.A.4.a).(1)-III.A.4.b) are eligible for appointment waiver by review and approval by the GMEC. See Promotion, Appointment Renewal, and Termination Policy.
4. Successful passage of USMLE/COMLEX Part III, by the end of the second training year is required for advancement to or acceptance into a third training year in accordance with Applicable Accrediting Body requirements and/or Tenet/DMC and GME policies.

**Licensing Examination Requirements**

United States Medical License Examination (USMLE) or Comprehensive Osteopathic Medical Licensing Exam (COMLEX) Requirements.

1. All applicants for residency must provide documentation of a passing score on Step 1 of the USMLE or COMLEX level 1 at the time of application.
2. Candidates for residency must provide documentation of a passing score on Step 2 of the USMLE, including Step 2-Clinical Knowledge and Step 2-Clinical Skills, or the COMLEX Level 2, including Level 2-Cognitive Evaluation (CE) and Level 2-Performance Evaluation (PE), prior to the start of residency and as a condition of employment at the DMC.
3. All applicants for fellowships must provide documentation of a passing score on Step 1, Step 2 and Step 3 of the USMLE or COMLEX Level 1, Level 2, and Level 3, at the time of application.

**Visa Requirements for Non-U.S. Citizens**

Non-U.S. Citizens must provide documentation of a valid visa issued by the United States Department of State allowing the individual to work and study in the United States for the duration of the Training Program.

**Acceptable Citizenship or Visa Statuses**

The following are acceptable work statuses for enrollment:

1. J-1: Applicants for residency or fellowship at the DMC must obtain a J-1 visa through the sponsorship of the Educational Commission on Foreign Medical Graduates (ECFMG).
2. Work authorization.
3. Permanent resident.
4. F-1/OPT: Residents who enter the program on an F-1/OPT visa will need to convert this visa to a J-1 during their first year of training.

It is the responsibility of the Resident to maintain valid visa status at all times and abide by all visa-related U.S. government regulations.

**Selection Protocol**

In selecting from among qualified applicants, the DMC and all of its graduate medical education programs shall participate in an organized matching program, such as the National Resident Matching Program

Title: Eligibility, Selection and Appointment of Residents	Contains Key Words	Page 3 of 4
Policy No: GME0030		Effective Date: 08/31/2020

(NRMP). Programs participating in an organized matching program must abide by all policies and procedures of the organized matching program, including the “all-in” policy that requires all positions to be selected through the NRMP. DMC is responsible for monitoring each participating program for compliance with this procedure (ACGME-IR IV.A.1).

If a DMC GME sponsored graduate medical education program presents evidence that participation in the match places the program at a significant disadvantage in selecting highly qualified candidates, the DMC DIO may approve a waiver of the requirement to participate in an organized matching program.

Positions are occasionally available outside the match process for reasons such as attrition, off-cycle appointments, or unfilled positions in the match. Candidates for such positions shall be proposed by the Program Director to the DMC DIO, or its delegate prior to making any offer of a position or contract. DIO, or its delegate, in cooperation with the Program Director, shall be responsible for certifying the eligibility and qualifications of any candidate proposed for appointment outside the match process and for assuring that the appointment is made in compliance with the policies and procedures of the organized matching program (if applicable).

**Appointment Protocol**

All Residents are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. All contracts between the Detroit Education & Research, the Sponsoring Institution and Residents shall be issued by the DMC Graduate Medical Education Office. The DMC Graduate Medical Education Office shall ensure that Residents are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program and monitor each of its programs with regard to implementation of terms and conditions of appointment. (ACGME Institutional Requirement IV.B)

Benefits and Conditions of Appointment: Candidates for programs within the DMC (applicants who are invited for an interview) will be informed, in writing or by electronic means, of the terms, conditions, and benefits of their appointment, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. The terms, conditions, and benefits include financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to Residents and their eligible dependents; and the conditions under which the Sponsoring Institution provides call rooms, meals, laundry services, or their equivalents. (ACGME Institutional Requirement IV.A.3) All notices of appointment to a DMC sponsored graduate medical education program shall be signed by the Program Director.

Prospective Residents are subject, but not limited, to providing appropriate credentialing documentation along with submitting to a health examination and supplementary test(s), which could include tests for tobacco, drug and/or alcohol abuse, and receive the required initial and annual immunizations in compliance with Tenet/DMC policy and all applicable federal, state, and local laws and regulations. The results of all examinations will be provided to the DMC’s Employee Occupational Health Services.

**V. REFERENCES**

- A. NRMP Match Participation Agreement for Institutions for all Matches
- B. NRMP Waiver Policy
- C. NRMP All-In Policy

Title: Eligibility, Selection and Appointment of Residents	Contains Key Words	Page 4 of 4
Policy No: GME0030		Effective Date: 08/31/2020

**VI. ADMINISTRATIVE RESPONSIBILITY**

Policies will go to GMEC for approval and the DIO will sign once approved.

**APPROVAL SIGNATURE**



\_\_\_\_\_

8/31/2020  
\_\_\_\_\_

KEY Search Words

THIS POLICY: is/has been: (check  NEW  REVIEWED  REVISED\*  one)

CHANGES/REVISIONS: List Changes Here

•

Supersedes	xx/xx/xxxx	Next Review Date	xx/xx/xxxx
Origination Date	xx/xx/xxxx	History - Review/Revision	xx/xx/xxxx
Related Tenet Policy (ies) #'s			
Name of Committee / Title of person(s) responsible for this policy's review and approval			