

Policy #: 002.002
Policy Title: Trainee Recruitment and Selection
Sponsor: David Brown, MD; DIO
Approved by: Graduate Medical Education Committee

Purpose

Florida International University (FIU) recruits and selects applicants who will become trainee physicians for Accreditation Council of Graduate Medical Education (ACGME)-accredited residency programs.

This policy addresses ACGME Institutional Requirement *IV.B. 1 Residents/Fellows Appointments*: The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment, and must monitor each of its ACGME-accredited programs for compliance.

Definitions

Applicant: An MD or DO that has completed an ERAS application.

Educational Commission of Foreign Medical Graduates (ECFMG) Number: The identification number assigned by the ECFMG to each international medical graduate physician who receives a certification from the ECFMG.

Electronic Resident Application Service (ERAS): The centralized online application service used to deliver applications, along with supporting documentation, to graduate medical education programs.

International Medical Graduate (IMG): A physician who received a basic medical degree or qualification from a medical school located outside the United States and Canada. The location of the medical school, not the citizenship of the physician, determines whether the graduate is an IMG. Thus, individuals who are U.S. citizens when they graduate from an international medical school are U.S. IMGs, and individuals who are not U.S. citizens at the time of medical school graduation are non-U.S. IMGs even if they later become U.S. citizens. on-U.S. citizens who graduate from medical schools in the United States and Canada are not IMGs.

Liaison Committee on Medical Education (LCME): A governing body, which accredits medical education programs leading to the MD degree in the United States and in collaboration with the Committee on Accreditation of Canadian Medical Schools (CACMS), in Canada.

National Resident Matching Program (NRMP): A private, not-for-profit corporation established in 1952 to provide a uniform date of appointment to positions in graduate medical education in the United States. Five organizations sponsor the NRMP: American Board of Medical Specialties, American Medical Association, Association of American Medical Colleges, American Hospital Association, and Council of Medical Specialty Societies.

Background

Applicants must meet certain qualifications for participation and appointment in the accredited graduate medical education program; to determine that all applicants meet the necessary qualifications, the selection of trainees for the ACGME accredited program is facilitated by ERAS. The Program Director, in conjunction with the Graduate Medical Education Committee (GMEC), reviews all qualifying applications. Interviews are granted to those applicants determined by the program to possess the most appropriate qualifications. The Program Director makes the final decision on acceptance ranking.

Policy

Eligibility

Applicants with one of the following qualifications are eligible for appointment to FIU's ACGME-accredited programs:

1. Graduation from a medical school in the United States or 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,
2. Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
 - a. holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
 - b. holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.
3. Applicants must meet requirements for appointment at all affiliate sites.

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 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.

Residency programs must receive verification of each trainee's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.

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.

Trainee Transfers

The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring trainee, and Milestones evaluations upon matriculation.

Application

1. Candidates must apply to the program using the Electronic Resident Application Service (ERAS).
2. Applications will be reviewed by the program and selected applicants will be invited for an interview.

Trainee Selection

1. Trainee physicians are selected based on FIU's sole discretion, to include preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities as well as but not limited to, motivation and integrity.
2. FIU will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other legally protected status.

Procedure

Application

1. Only applicants who meet FIU's eligibility requirements for its ACGME-accredited residency programs will be considered.
2. Applicants must use ERAS to submit their application and supporting materials. The application submission packet must include all documents required by the residency/fellowship program

Interviews

1. Only applicants who have submitted the required application and supporting materials and determined by the program to possess the most appropriate qualifications will be invited for interviews.

Trainee Selection

1. The program will rank candidates through the National Residency Matching Program (NRMP).
2. The Program Director shall be responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of the rank order list to the NRMP.
3. Candidates that successfully match to the residency program are sent an official trainee contract.
4. A trainee appointment shall not exceed one (1) year. A trainee is considered appointed to FIU when all required pre-employment documentation has been submitted to their respective residency program and has been approved for sufficiency by the program and a training license or full medical license has been issued by the Florida Board of Medicine.
 - a. FIU pre-employment requirements include:
 - i. Level II Background Check on all new trainees upon appointment to the residency training program.

- ii. Pre-employment drug testing. If a history of DUI or other alcohol/substance use related crime(s) is revealed, a referral may be made to the Professionals Resource Network (PRN) to determine if ongoing evaluation, treatment, and/or monitoring is required.
 - iii. SSN Trace/Address History
 - iv. County, State, and Federal Criminal Check
 - v. Finger Printing
 - vi. Visa Processing (If Applicable)
 - vii. Official Transcripts
 - viii. AHC Code of Conduct, Acknowledgment of Code of Conduct
 - ix. Confidentiality Agreement
 - x. Conflict of Interest/Outside Activities Form.
 - xi. I9 Form and Document Verification
- b. Onboarding at Training Sites: onboarding requirements will vary

Related Policies

Qualifications of Applicants

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