



<b>Tufts Medical Center -(GME)</b>	<b>Subject: Selection and Appointment of House Officers</b>	<b>File Under:</b> Policy # GME 100
<b>Issuing Department:</b> Graduate Medical Education		<b>Latest Revision Date:</b> June 29, 2009
<b>Original Procedure Date:</b> May 7, 2001	<b>Page 1 of 4</b>	<b>Approved By:</b> Designated Institutional Official Chair, GMEC Director, GME

**INTRODUCTION:**

It is the responsibility of each Program Director to select and appoint House Officers in accordance with the procedures described below, and in accordance with relevant requirements of the Accreditation Council for Graduate Medical Education’s (“ACGME”) Essentials of Accredited Residencies in Graduate Medical Education: Institutional and Program Requirements or the applicable accrediting organization for the specific Graduate Medical Education (“GME”) program.

These procedures are applicable to all House Officers enrolled in the Hospital’s GME programs.

The term “House Officers” shall include physicians, or other graduates of a doctoral program who are enrolled in a Hospital-sponsored training program as interns, residents or fellows (hereinafter “Trainees”).

Each Program is required to establish its own written criteria and processes for the selection of Trainees that should include the criteria and terms set out in this Policy. The GME Committee will survey each Program periodically and assist programs in implementing these requirements. Each Program’s selection criteria and any changes made to the criteria must be on file with the Hospital’s GME Office.

## ELIGIBILITY:

House Officers requesting appointment to the Hospital's GME training programs must meet the criteria listed in A-E below.

- A. Medical School. In addition to criteria listed in subsequent paragraphs B-E, applicants must be:
1. Graduates of medical schools in the U.S. and Canada accredited by the Liaison Committee on Medical Education (LCME); OR
  2. Graduates of colleges of osteopathic medicine in the U.S. accredited by the American Osteopathic Association (AOA); OR
  3. Graduates of medical schools outside the U.S. and Canada who have a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) or who have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction.
- B. USMLE.
1. Applicants to first post-graduate year ("PGY") positions must have passed Steps 1 and 2 of the United States Medical Licensing Examination ("USMLE") or an acceptable equivalent examination, ***such as COMLEX (the osteopathic medicine equivalent)***.
  2. Applicants for PGY 1 positions who have not passed Step 2 may be appointed with the written provision that advancement to PGY 2 will require passing Step 2 of the USMLE.
  3. Applicants to Fellowship positions must have passed Step 3 of the USMLE. Special circumstances may exist for International Medical Graduates (IMG) who are not eligible to take Step 3 and may be approved on a case-by-case basis by the GME Office.
- C. Licensure. Applicants must be eligible for a Limited or Full License under the provisions of the Massachusetts Board of Registration in Medicine regulations. All appointments are contingent upon the Trainee's successful application for and maintenance of a Massachusetts license. **Trainees applying for a full or limited license must provide copies of their licensure applications and licenses to the GME Office.**
- D. Prerequisite Training. Applicants to positions other than first post-graduate year must be in good standing in the required preliminary or

prerequisite program. Appointment will be contingent upon satisfactory completion of the prerequisite training requirement.

- E. Visas. The Program Director must inform the Director of the GME Office of any agreements to sponsor visa applicants. The Hospital **prefers**, Programs to sponsor Trainees on a J-visa. Under special circumstances, the Hospital may permit sponsorship of Trainees on H-visas or O-visas. Please refer to the GME Visa Sponsorship Information Sheet for additional guidance.

**The applicant must provide a copy of the visa to the GME Office.**

- F. National Provider Identifier number (NPI). The NPI number per the Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard states that all healthcare providers must apply for their number by May 23, 2008. The NPI number must be given to the GME office prior to the first day of his/her appointment.

**SELECTION:**

- A. General; Non-discrimination. The Hospital's GME programs select from eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. The Hospital does not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, sexual orientation, or genetic information.
- B. Matching Program. Specific GME Programs participate in the National Resident Matching Program (NRMP) in accordance with the rules and procedures of the NRMP.
- C. Initial Screening. Each Program will screen applicants in accordance with its written program selection criteria.
- D. Interviews. The Programs should conduct interviews for all applicants that meet the Program's selection criteria. Each Program will conduct the interview process and the documentation of the interview in accordance with its written criteria.
- E. Rank Order/Final Selection. Each Program is responsible for ranking the applicants for submission to NRMP or for final selection by the Program according to the Program's written selection criteria.

**APPOINTMENT:**

Each Trainee must have the following documents on file with the GME Office prior to the first day of his/her appointment:

1. Signed Appointment Agreement;
2. Copy of Limited or Full License as well as the application;
3. Copy of visa, if applicable;
4. Copy of valid ECFMG certificate, if applicable; (see Note below)
5. Proof of appropriate professional liability insurance coverage; and
6. Documentation of health screening consistent with hospital and regulatory requirements;
7. Copy of NPI number.

**Note: Since 1998, applicants for ECFMG certification are required to pass the Clinical Skills & Assessment Examination in addition to the written examination.**

**RESPONSIBILITY OF:**

Graduate Medical Education

**Author:**

Members of the Graduate  
Medical Education Committee

**Date:**

May 7, 2001

**Revised:**

December 2001  
June 29, 2009

**Approval:**

Designated Institutional Official  
Tufts Medical Center

June 29, 2009

Chair, Graduate Medical Education Committee  
Tufts Medical Center

June 29, 2009

Director, Graduate Medical Education  
Tufts Medical Center

June 29, 2009