

INSTITUTIONAL POLICY
for
Graduate Medical Education
University of Michigan Health System

Clinical Program Trainee Selection Policy

Date Initiated: 03/22/2004

GMEC Approved: 10/23/2017

ECCA Approved: N/A

POLICY STATEMENT/PURPOSE

University of Michigan Health System (UMHS) Graduate Medical Education (GME) programs “strive to prepare students from diverse backgrounds for their chosen medical careers with the knowledge, skills and values that serve as the basis for the highest quality clinical practice, lifelong learning, scholarly research and community service” (Source: UM Statement of Commitment to Graduate Medical Education). To achieve this goal, it must recruit and select well-qualified, motivated candidates.

The accredited programs sponsored by the UMHS are highly competitive and attract a large number and wide range of applicants. Primary responsibility for selecting candidates with the skills, aptitudes, and abilities to profit from each educational training program lies with the Program Director with oversight by the GME Office and the Graduate Medical Education Committee (GMEC). Program Directors must ensure that candidates are selected on the basis of program-related criteria such as their excellent academic credentials, preparedness, ability, aptitude, communication skills, and exemplary personal qualities such as motivation and integrity. Further, candidates invited for interview must meet minimum UMHS, ACGME/ABOG/CODA/CPME eligibility requirements, and State of Michigan requirements. All educational training programs are encouraged to utilize an organized matching program, such as the National Resident Matching Program (NRMP), where such is available.

Appointment of selected trainees as Clinical Program Trainees (Human Resource job title House Officer) will be considered for any ACGME, ABOG, CODA and CPME accredited training programs that meet initial training requirements leading to board certification. Appointments as Clinical Program Trainees will not be considered for repeat training, used as refresher courses or as auditions prior to full-time appointments in training programs.

The Associate Dean and Director for GME and the GMEC review the results of the Match each year. Training programs must also monitor the progress of appointees through the training program and track their subsequent careers.

The GMEC has adopted the following institution-wide standards for selection of residents and fellows:

1. Each GME training program shall have a formal, written process in place to assure fair, diligent and consistent consideration and decision-making on applications for residency and fellowship positions.
2. Program faculty and House Officers must participate in the selection process.

3. The selection process must include appropriate due diligence by the training program prior to making an offer to the applicant. Appropriate due diligence includes consultation with the GME Office when an application, or subsequent due diligence, raises concerns or “red flags” regarding the applicant. It is understood that the GME Office may refer the application for further review by the GMEC *prior to* the training program extending an offer.
4. Each GME training program must have selection criteria in place that are consistent with University policy, all applicable laws, ACGME, or other accreditation, Institutional Requirements (IV.A.), and any other relevant Program Requirements.* These criteria must be in a written program policy. All applicants must be able to document completion of any prerequisite educational and clinical training requirements.
5. All training programs are expected to ensure the validity of academic credentials, including training history, and invite for interview only those applicants who meet the guidelines of this Policy and the training program’s Selection Policies. Training programs shall provide a copy of the Appointment Agreement that the applicant will be expected to sign if he/she matches into the training program if such Appointment Agreement is available, or a copy of the Appointment Agreement that is currently in use. Programs also must provide all institutional policies to an applicant regarding eligibility for appointment to a residency/fellowship position. For those programs participating in the Match, the Appointment Agreement and all other information must be communicated to interviewees in writing prior to the Rank Order List certification deadline.
6. Mandatory institutional selection criteria include, but are not limited to:
 - a. An applicant for postgraduate training must be a graduate of an acceptable medical school. A listing of colleges and universities for which degrees will be accepted by the UMHS is regularly updated by the State of California and must be checked prior to the applicant being invited to interview as well as prior to an offer letter being sent to an applicant. Candidates who have graduated from medical schools not found on the California approved list will not be considered for a Clinical Program Trainee position in an ACGME accredited training program at UM. A school must be on the approved list; affiliation with a school on the approved list is NOT sufficient.
 - b. A doctor of osteopathy applicant must be a graduate of a medical school that has been accredited by the American Osteopathic Association (AOA). This list is regularly updated by the AOA and maintained on the AOA website. If a doctor of osteopathy did not attend a school from the AOA list, the candidate will not be considered for a Clinical Program Trainee position at UM.

The lists may be found at:

http://www.mbc.ca.gov/Applicants/Medical_Schools/Schools_Recognized.aspx
www.osteopathic.org/inside-aoa/about/affiliates/Pages/osteopathic-medical-schools.aspx

- c. Non-United States citizens are required to have a Permanent Resident status or a J-1 visa sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG). J-1 visa holders must be eligible to renew their J-1 visa for the length of the UMHS GME training program.
7. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.
8. Before an appointment is considered, the trainee must provide documentation that they have passed all parts of the appropriate examination: USMLE Steps 1 and Step 2 CK and CS (allopathic medical school), COMLEX Step 1 and Step 2 (osteopathic medical school), NBDE Step 1 and Step 2 (dental school), NBPME Part 1 and Part 2 (podiatry school) or MCCQE Part 1 and Part 2 (Canadian medical school).
9. If an applicant has an ECFMG certificate, prior to submitting the applicant's name for the NRMP (or other) Match or if an applicant is being considered outside of the Match, the Program Director must receive primary source verification from the ECFMG of the applicant's certificate. This can be done electronically through the ECFMG's electronic Credentials Verification which is free to all training programs. The original copy of the primary source verification must be kept in the applicant's permanent file and a copy must be sent to the GME Office for all international medical graduates who are offered positions at the UMHS.
10. All candidates must provide primary source verification of their diploma from medical/dental school.
11. No appointment is complete until or unless an applicant has completed the credentialing process, which includes (1) successful completion of a background check and pre-employment drug screen, (2) primary source verification and (3) appointment as a Clinical Program Trainee (CPT) to the UMHS. Appointment as a CPT requires the recommendation of the Associate Dean for GME, and/or the GMEC, the Credentialing Committee and the Executive Committee on Clinical Affairs, followed by the approval of the University of Michigan Health System Board ("UMHSB"), the governing body of UMHS.

* This includes all training requirements including length of training. For example, U.S. Radiology subspecialty programs require completion of a Radiology residency; these are 60 months in length. International Medical Graduates must meet the same requirement, unless documentation [1) proof of Board certification or 2) letter from certifying Board with resident specific approval] is provided that supports completion of equivalent training requirements in lesser period of time.

Should the ACGME Institutional and/or Common Program Requirements be revised prior to the next review of this policy, University of Michigan will adhere to the revised Requirements upon ACGME effective date and language contained within this policy that may conflict with the most current Requirements will be viewed as obsolete.