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Admin Manager
Sr Healthcare
Area Graduate Medical
Education (GME)
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Medicine Clinical
and MedSchool
References Policy

GME Clinical Program Trainee Selection Policy

POLICY STATEMENT/PURPOSE

University of Michigan Health (UMH) Graduate Medical Education (GME) programs strive to prepare students and trainees 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. To achieve this goal, they must each recruit and select well-qualified, motivated candidates.

The accredited programs sponsored by the UMH 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 each 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 UMH, Accreditation Council for Graduate Medical Education (ACGME)/Commission on Dental Accreditation (CODA)/Council on Podiatric Medical Education (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 students and trainees as Clinical Program Trainees (Human Resource job title: House Officer) will be considered for ACGME, CODA and CPME physician 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(es) 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 both 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 or placing an applicant on a Rank Order List. 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 any application about which they are consulted for further review by the GMEC **prior to** the training program extending an offer or placing an applicant on a Rank Order List.
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.B.), 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 a 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 the following criteria:
 - a. To address appropriate patient safety standards, an applicant for postgraduate medical training must be a graduate of a medical school recognized for its quality of education.
 - **For U.S. and Canadian medical school graduates**, the applicant must be a graduate of a medical school that has been accredited by the Liaison Committee on Medical Education (LCME). The list may be found at:
<https://lcme.org/directory/accredited-u-s-programs/>
 - **For U.S. osteopathic medical school graduates**, the applicant must be a graduate of a medical school that has been accredited by the American Osteopathic Association (AOA). The list may be found at:
www.osteopathic.org/inside-aoa/about/affiliates/Pages/osteopathic-medical-schools.aspx
 - **For non-U.S. or Canadian medical school graduates**, the applicant must be a graduate of a college/university found on the *Medical Schools Recognized by the Medical Board of California* list posted on the Michigan Medicine website, affiliation with a school on the approved list is not sufficient. The list may be found at:
https://medicine.umich.edu/medschool/sites/medicine.umich.edu.medschool/files/assets/California%20Recognized%20School%20list%20for%20Policy_MSS_12-2019.pdf
7. Non-United States citizens are required to have any of the following:
 - a. a J-1 visa sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG) and must be eligible to renew the J-1 for the length of the UMH GME training program;
 - b. a valid Permanent Resident (Green Card) status;

- c. be actively pursuing a Green Card and have an EAD card that the U-M International Center has reviewed and determined the probability that the EAD will remain valid or can be extended for the duration of the training program; or
 - d. have an EAD card associated with the granting of deferred action under DACA.
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 (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 Certification Verification Service On-Line 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 UMH.
 10. No appointment will be considered to be complete until an applicant has completed the credentialing process, which includes, but which is not limited to, (1) successful completion of a background check and pre-employment drug screen, (2) primary source verification and (3) appointment as a CPT to the UMH. 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 Board (UMHB), the latter being the governing body of UMH.
 11. 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.

*This includes all GME pre-requisite training requirements including length of the pre-requisite training. For example, U.S. Radiology subspecialty programs require completion of a 12-month internship in anesthesiology, emergency medicine, family medicine, internal medicine, neurology, obstetrics and gynecology, pediatrics, surgery or a surgical specialty, or a transitional year and a 4-year Radiology residency; totaling 60 months in length.

Should the ACGME Institutional and/or Common Program Requirements be revised prior to the next review of this policy, University of Michigan Health 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.

Approval Signatures

Step Description	Approver	Date
GME Committee	Christine Rupkey: Admin Manager Inter Healthcare	9/28/2021
GME Policy Committee	Christine Rupkey: Admin Manager Inter Healthcare	9/28/2021