

INSTITUTIONAL POLICY for Graduate Medical Education University of Michigan Health System		
Policy on House Officer Selection		
Date Initiated: 03/22/2004	GMEC Approved: 03/3/2016	ECCA Approved: N/A

POLICY STATEMENT/PURPOSE

University of Michigan 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 University of Michigan Health System 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 program lies with the Program Director with oversight by the Office of Graduate Medical Education and the Graduate Medical Education Committee. Program Directors must ensure that candidates are selected on the basis of program-related criteria such as their academic credentials, preparedness, ability, aptitude, communication skills, and personal qualities such as motivation and integrity. Further, candidates invited for interview must meet minimum University of Michigan and ACGME eligibility requirements, and state requirements. All programs are encouraged to utilize an organized matching program, such as the National Resident Matching Program (NRMP), where such is available.

Appointments as House Officer will be considered for ACGME accredited training programs that will meet initial training requirements leading to board certification. Appointments as House Officer may not be considered for repeat training, used as refresher courses or as audition prior to full-time appointment in a training program. Such appointments will not be approved.

The Associate Dean and Director of Graduate Medical Education and the Graduate Medical Education Committee (GMEC) review the results of the Match each year. Programs monitor progress of appointees through the program and track their subsequent careers.

In addition to the nondiscrimination and equal opportunity commitment noted above, the GMEC has adopted the following institution-wide standards for selection of residents and fellows:

1. Each GME 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. The selection process must include the participation of program faculty and house officers.
3. The selection process must include appropriate due diligence by the program prior to making an offer to the applicant. Appropriate due diligence includes consultation with the GME Office when the application, or subsequent due diligence, raises “red flags” regarding the applicant. It is understood that the GME Office may further refer the application for review by the GMEC *prior to* the program extending an offer.
4. Each GME program shall have selection criteria in place that are consistent with University policy, all applicable laws, ACGME Institutional Requirements (), any 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 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 the institutional selection policy. Programs shall provide a copy of the contract the applicant will be expected to sign if matched to the program if such contract is available, or a copy of the contract currently in use. Programs also must provide all institutional policies regarding eligibility for appointment to a residency position. The contract and all other information must be communicated to interviewees in writing prior to the Rank Order List Certification Deadline for those programs in the Match.
6. Institutional selection criteria include, but are not limited to:
 - a. At least 48 months of medical education
 - b. As noted within the UMHHC Policy 04-06-053 – **Credentialing and Privileging of Medical Staff and Specified Professional Personnel;** <http://www.med.umich.edu/i/policies/umh/04-06-053.html> an applicant for postgraduate training must be a graduate of an acceptable medical school. A listing of colleges and universities for which degrees will and will not be accepted by the UMHHC is regularly updated by the State of California and must be checked as part of the criminal background check screening. Candidates who have graduated from medical schools not found on the California approved list or found on the California disapproved list will not be considered for a House Officer 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.
 - c. The lists may be found at
http://www.mbc.ca.gov/Applicants/Medical_Schools/Schools_Recognized.aspx
http://www.mbc.ca.gov/Applicants/Medical_Schools/Schools_Disapproved.aspx,
7. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, color, national origin, age, marital status,

gender, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

8. No appointment is complete until or unless an applicant has completed the credentialing process, which includes (1) primary source verification and (2) appointment as a Clinical Program Trainee (“CPT”) to the University of Michigan Hospitals and Health Centers (“UMHHC”). Appointment as a CPT requires the recommendation of the GMEC, the UMHHC Credentialing and Privileging Committee and the Executive Committee on Clinical Affairs, followed by the approval of the Hospital and Health Centers’ Executive Board (“HHCEB”), the governing body of UMHHC.
9. Before an appointment is considered, the trainee must provide documentation that he or she has passed all parts of USMLE Steps 1 and Step 2 (e.g. Step 2 CK and Step 2 CS) or MCCQE Part 1 and Part 2 if they are being offered a first year position following graduation from an LCME (AOA for osteopaths) accredited medical school.
10. If an applicant has an ECFMG certificate, prior to submitting the applicant for the NRMP match or if outside of the match, prior to offering a contract, the Program Director must contact the ECFMG and request a primary source verification for the applicant. Confirmations are mailed to the requesting organization within approximately two (2) weeks. The original of the primary source verification must be kept in the applicant’s permanent file and a copy sent to the GME office for all international medical graduates who are offered positions in the University of Michigan Health System.
11. All candidates must provide primary source verification of their diploma from medical school.

*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.