

VCU Health System

Graduate Medical Education Policy

Resident Eligibility and Selection

Purpose

To establish eligibility and selection criteria for residents (including interns and fellows) of the VCU Health System in order to ensure an optimal postgraduate educational experience and excellent patient care.

Policy

The VCU Health System is a participating member of the National Resident Matching Program, Dental National Matching Service, and other advanced residency matching programs. Residents selected through these matching programs, outside these matching programs, or selected for specialties that do not conduct matching programs, will meet the eligibility and selection criteria outlined below.

Applicants must meet the following requirements in order to be considered for a residency position at VCU Health System:

1. Medical or Dental Degree: Applicant must be one of the following:
 - a. Graduate of a medical school in the United States (US) or Canada accredited by the Liaison Committee on Medical Education (LCME).
 - b. Graduate of a college of osteopathic medicine in the US accredited by the American Osteopathic Association (AOA).
 - c. Graduate of a medical school outside the US or Canada approved for listing by the World Health Organization or equivalent accrediting body and possessing a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG).
 - d. Graduate of a medical school outside the US who has completed a Fifth Pathway program provided by an LCME-accredited medical school.
 - e. Graduate of a US or Canadian dental school approved by the Commission on Dental Accreditation (CODA).
2. Minimum criteria for the specialty
 - a. All applicants for the residency program must meet minimum eligibility requirements as established by the ACGME, AOA, ABMS, CODA or other accrediting body for the specialty.
 - b. Applicants will not be considered for post-graduate education if they will not meet criteria for board certification upon program completion (if board certification is available)
3. Certifying Examinations (for medical residents)
 - a. All applicants for a residency program at the PGY1 level must have passed Step 1 and taken Step 2 CK and CS of the United States Medical Licensing Exam (USMLE) or the National Board of Osteopathic Medical Examiners (NBOME/COMLEX).
 - b. Prior to their first day of employment as a PGY1, all residents must have passed Steps 1 and 2 CK and CS of the USMLE or NBOME.
 - c. All applicants for a residency program at the PGY2 level must have passed Steps 1 and 2 CK and CS of the USMLE or NBOME.
 - d. All applicants for a residency program at the PGY3 level or higher must have passed Steps 1, 2 CK and CS, and 3 of the USMLE or NBOME.

- e. For applicants who have taken licensing exams in the past, VCU Health System also accepts passing scores on FLEX, NBDE, NBME, NBOME/COMLEX or the FMGEMS.
 - f. For consideration of exceptions, see Procedure #7 below.
- 4. Letters of Reference
 - a. All applicants must have three letters of reference from US or Canadian physicians/dentists who have personal knowledge of the applicant's clinical abilities and personal characteristics.
- 5. Recent Patient Care Experience
 - a. All applicants must be within 4 years of graduation from Medical or Dental School or direct patient care activity (either as an independent practitioner or as a trainee).
 - b. All applicants must have documentation of a minimum of three months of direct patient care activity in the US or Canada within the last four years. Clinical rotations during medical or dental school will suffice for US and Canadian students. For international medical graduates, US or Canadian medical school clinical rotations or externships of direct patient care in the US or Canada will suffice. Clinical observer experiences, and non-clinical graduate work such as research do not meet this requirement. In selected circumstances, the VCU Health System may waive this requirement. Procedure #7 (below) describes the process required for this to occur.
- 6. Language skills
 - a. All applicants must have sufficient written and spoken English language skills required for safe and effective patient care, and effective participation in training and educational activities.
- 7. Visa Requirements (if appropriate)
 - a. Only J1 Visas are accepted for medical residency positions at the VCU Health System. In selected circumstances, the VCU Health System will sponsor individuals for an H-1B visa. Please see Procedure #7 below. Dental residents can complete their training on a TN visa, H-1B visa, or under the F1 practical training allowance (maximum one year)
- 8. Employability Requirements
 - a. Applicants must have one of the following:
 - i. US citizenship.
 - ii. Valid US resident alien card (green card).
 - iii. Valid passport, valid 1-94 card and J-1 visa sponsorship from the ECFMG or other visa as approved.
 - iv. Valid employment authorization document (EAD).
- 9. Resident Transfer

Written verification of the previous educational experiences with an evaluation of the resident's performance in the general competencies (including procedure logs) must be received by the accepting VCUHS program prior to acceptance for individuals transferring from a residency program at another institution or for residents transferring from one program to another within our institution.
- 10. Paperwork Requirements
 - a. Applicants must submit, at a minimum, all required documents for ERAS (Electronic Residency Application Service) and the appropriate residency program matching system. If outside a matching system, or if a match does not apply, the following documents must be submitted prior to selection
 - i. VCU Health System Resident Application
 - ii. Satisfactory personal/professional letters of reference (3) noted above
 - iii. Dean's letter sent from school for recent graduates (within 4 years of graduation)

- iv. Official Medical school/Dental school transcript (photocopy is not sufficient)
- v. Scores from licensing examinations
- vi. Signed release of information
- vii. Acknowledgement of pre-employment drug screening
- viii. Acknowledgement of fingerprint/background checks

Procedures

1. Each residency-training program must have a written policy on resident eligibility and selection as per ACGME or ADA standards. Programs may establish additional criteria for resident selection above and beyond that required by this policy. Written standards and criteria, appropriate to the specialty, should guide resident selection.
2. Eligible applicants will be considered based on their preparedness, ability, aptitude, academic credentials, communication and interpersonal skills, and personal qualities such as professionalism, motivation and integrity.
3. For each program, the selection of residents should be the responsibility of a committee of the faculty which has the opportunity to review application materials, rate residents against published selection standards, and agree as a group on those residents to be selected, either through the match or otherwise. Such decisions should ordinarily not be those of an individual program director. The committee may include current residents if desired.
4. Programs must select from eligible applicants and not discriminate on the basis of sex, race, age, religion, color, sexual orientation, national origin, disability or veteran status.
5. VCU residents will be allowed to transfer to another program within the institution one time. This request should be made by the program director wishing to accept the transferring resident. Additional transfer requests will not be allowed unless approved via the process described in Procedure #7 below.
6. The program director for each training program is responsible for ensuring adherence to this policy.
7. Petitions for exceptions to this policy must be submitted in writing by the program director to the Director of Graduate Medical Education. The petition should include substantiation that the requested exception will enhance the educational quality of the program. The Director of Graduate Medical Education will respond to the petition within 10 workdays of receipt. If denied, the program director may appeal this decision by submitting a written request to the chairman of the GME Committee to have the decision reviewed at the next regularly scheduled meeting of that body, or via electronic mail in advance of the next regularly scheduled meeting. The Program Director and the Director of Graduate Medical Education should be present at the meeting to present relevant information regarding the appeal and to answer pertinent questions. The GME Committee will then make a final decision regarding the applicant by majority vote of those members present.
8. Enrollment of non-eligible residents may be a cause for withdrawal of accreditation of the involved program.

Reviewed and approved, GMEC, December 11, 2001

Revised, GMEC, September 14, 2004

Revised, GMEC, June 9, 2009

Revised, GMEC, September 13, 2011

Revised, GMEC, December 13, 2011