

**STONY BROOK UNIVERSITY HOSPITAL
GRADUATE MEDICAL EDUCATION
POLICIES AND PROCEDURES**

**POLICY: ELIGIBILITY, SELECTION AND APPOINTMENT OF RESIDENTS,
FELLOWS AND TRANSFERS**

PURPOSE:

To establish an institutional policy regarding the selection and appointment of residents and fellows

POLICY:

The University Hospital Graduate Medical Education programs share common criteria and processes for the recruitment and selection of residency and fellowship training candidates. The application process meets all requirements of the Equal Employment Opportunity and the Americans with Disability Act, in insuring that all qualified applicants are afforded a review without discrimination based on sex, race, age, religion, color, national origin, disability or any other applicable legally protected status.

Minimum requirements

General and minimum requirements for eligibility for consideration for a training program at University Hospital are:

1. graduation from an United States or Canadian Liaison Committee on Medical Education (LCME) accredited medical school, OR
2. graduation from an American or Canadian Osteopathic Association accredited medical school OR
3. graduation from a medical school outside of the United States and Canada AND meeting one of the following qualifications:
 - a. *holds a current valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG)*
 - b. *holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction, or*
4. Graduation from a medical school outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

5. A US citizen, permanent resident, has employment authorization identification, or has a J-1 visa sponsored by ECFMG. Stony Brook University Hospital does not sponsor H1B visas for GME training.
6. Fellowship applicants must have successfully completed an ACGME accredited residency program before entering the program.

The program director is responsible for verification of the applicants' credentials.

Applicants who do not meet the above criteria can not be considered for any graduate medical educational programs at University Hospital, SUNY at Stony Brook.

Resident Selection

Stony Brook University Hospital Graduate Medical Education programs share common criteria and processes for the recruitment and selection of residency and fellowship training candidates. However, each program must review their program specific requirements and revise this policy for their program accordingly. A selection committee exists within each program and consists of, at a minimum, the program director, and a faculty member. Additional members are included at the discretion of the program director. This committee reviews all applicants and is responsible for selection of applicants for interview, participation in the interview process and the final choice of applicants to be ranked in the NRMP match or offered contracts independent of the match when this option is allowed.

The selection committee members review all eligible applicants to the program. All applicants meeting the minimum criteria above, plus meeting program-specific criteria (such as requirements for prior training), will be reviewed by members of this committee. Applicants should be selected on the basis of residency program-related criteria such as preparedness, ability, aptitude, academic credentials, communications skills and personal qualities such as motivation and integrity. Academic credentials include medical school grades and performance as reflected in documentation received directly from the school, United States Medical Licensing Examination (USMLE) scores. Prior graduate medical education training, where applicable will also be considered. Formal educational and/or testing results submitted by the applicant may also be considered. Letters of reference from supervisors, educators and peers, when

appropriate, serve to provide additional information on personal characteristics are required and evaluated as well.

The selection committee then invites selected candidates for an individual interview, which may be conducted in person (preferred) or rarely by telephone if travel to this site presents a personal hardship to the applicant. The interview allows in person confirmation of information provided in the written application as well as an opportunity to assess communication skills.

Confidential evaluations by each applicant interviewer will be collected and reviewed by the selection committee, and become part of the application file. The committee, with input from the department, is responsible for the final ranking of candidates for the NRMP. The committee will recommend the selection of qualified candidates for positions outside of the NRMP process when appropriate and allowable. All applicants for first year positions are strongly encouraged to participate in the NRMP. All current fourth year medical students from United States medical schools are required to apply through the NRMP process or other appropriate match processes.

Applicants meeting the above eligibility requirements, and the required additional documentation (letters of reference and interview) will be considered by the selection committee for positions remaining open in the program after the NRMP match, and will be offered positions by the program director if considered qualified.

All candidates who are interviewed shall be given a copy of the SBUH contract and a copy of this policy. Programs will document that the candidate has received a copy of the contract by obtaining their signature.

Transfers

Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

Residents are considered as transfer residents under several conditions including: moving from one program to another within the same or different sponsoring institution; when entering a PGY 2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school. The term 'transfer resident' and the responsibilities of the two program directors do not apply to any resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.

Purpose of the Process

The following components of the resident selection process have several general purposes:

First, a specific selection committee reviews all eligible applicants to insure that all eligible candidates' applications are given careful, fair, and consistent review.

Second, documentation of eligibility and successful performance at the medical school and on required licensure examinations is required to insure that applicants possess proper academic credentials and are sufficiently prepared to benefit from graduate medical education.

Third, letters of reference are required and reviewed to gain insight into the applicant's personal characteristics such as motivation, integrity, attitude, and ability to work with others, as viewed by a group of educators, mentors or peers.

Fourth, recognizing the central role of communication in providing medical care, a personal interview is required to further evaluate the applicant's interpersonal skills, and ability to communicate both in an individual interview and in a group setting.

Appointment

The following procedure is required before any resident can be officially appointed as a resident:

Primary verification of all credentials is required. The Residency Program in conjunction with the Medical/House Staff office will conduct this verification. It is

the responsibility of the resident to provide sufficient information to allow these verifications to be conducted.

At a minimum, Stony Brook University Hospital must be able to obtain primary source verification on the following:

1. Certification of graduation from any accredited medical school or ECFMG certified medical institution. This documentation must be submitted directly from the academic institution granting the degree or from ECFMG directly to the residency program.
2. Letter of recommendation
3. Documentation accounting for any lapses between the end of medical school and the present. Large gaps of time exceeding 1 month that are not verifiable will disqualify candidates for consideration for a GME program
4. Proper documentation of employment and/or work performed since graduation from medical school. The standard for proper documentation will be imposed by the GME program
5. USMLE or COMLEX board scores demonstrating successful completion by the end of 2 attempts; Part 2 Clinical Skills on the 1st attempt.
6. Passing a criminal background check
7. Passing of all 6 competencies in a summative evaluation from the program director for any resident/fellow completing training or transferring from preliminary training or another institution.

Applicants who do not meet the above criteria can not be appointed to any graduate medical educational program at Stony Brook University Hospital. Completion of primary source verifications renders an applicant eligible for appointment, but does not in and of itself result in automatic appointment. Residents are eligible to proceed through the appointment process. Any exceptions may be brought to the GME Committee for consideration.

Once all information is completed and reviewed, the applicant will be sent a letter of appointment.

The official start date is contingent upon the resident completing all required paperwork (demographic/tax form, etc.) clearance by employee health service (resident must submit a complete history and physical form) and appropriate visa, if applicable.

Monitoring

This process has been reviewed by members of the Graduate Medical Educational (GME) Committee, and agreed upon as a uniform approach to evaluation and selection of residency applicants.

Insuring compliance with the eligibility and selection criteria as described above is the responsibility each program director. Oversight for GME is the responsibility of the Associate Dean for Medical Education, School of Medicine, i.e. chair of the GMEC, who reviews on an annual basis, the process for every GME program in the institution.

Compliance is monitored through the regular internal reviews conducted through the GMEC, through periodic review of resident qualifications by the Chair and at the time of the regular accreditation site visits and program reviews by ACGME.

Revised September 17, 1997

Reviewed November 18, 2003

Revised and Approved: November 24, 2003

Revised and Approved: January 24, 2005

Reviewed: October 22, 2007

Revised and Approved: October 29, 2007

Revised and Approved: November 17, 2008

Revised and Approved: March 15, 2010

Revised and Approved: May 17, 2010