

DIGNITY HEALTH EAST VALLEY
GRADUATE MEDICAL EDUCATION OFFICE

GRADUATE MEDICAL EDUCATION MANUAL

Title: Resident Eligibility, Selection, Evaluation, Advancement, and Nonpromotion and Non-renewal	
<i>Policy #: IV.A, IV.C</i>	
<i>Date(s) Reviewed and/or Revised: 2/19/20</i>	<i>Date Approved by GMEC: 2/19/20</i>

I. Purpose

This policy defines the eligibility and selection requirements for Applicants applying to the graduate medical education (GME) programs at Dignity Health East Valley. It also defines the promotion requirements for house staff.

II. Scope

The policy applies to all Dignity Health East Valley residents, fellows, and their respective training programs.

III. Definitions

- » *Faculty:* Faculty is defined as individuals with a formal assignment by the residency program to teach and supervise resident/fellow physicians.
- » *NRMP and MSMP:* NRMP is the National Resident Matching Program, and the MSMP is the fellowship match that participates in the NRMP.
- » *Applicant:* An applicant is an individual invited to interview with a graduate medical education program.
- » *GME Program:* The GME program is a structured educational experience in graduate medical education designed to conform to the program requirements of a particular specialty/sub-specialty, the satisfactory completion of which may result in eligibility for board certification.

IV. Policy

A. Eligibility

Each residency and fellowship program must have written policies for eligibility, selection, evaluation, advancement, and termination that are specific to that program, incorporating the institutional policies.

Applicants with one of the following qualifications are eligible for appointment to Dignity Health East Valley postgraduate training programs:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME)
2. Graduates of colleges of osteopathic medicine in the United States and Canada accredited by the American Osteopathic Association (AOA)
3. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - a. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), prior to appointment
 - b. Have successfully completed one year or more of training in an ACGME accredited residency program
 - c. Have a full and unrestricted license to practice medicine in an US licensing jurisdiction in which they are training
 - d. Have successfully completed a Fifth Pathway program provided by an LCME accredited medical school

Acceptance of applicants into a postgraduate training program (residency or fellowship) at the second year or beyond or any fellows must have passed USMLE steps 1, 2, and 3 or its equivalent. For acceptance into an RRC-accredited fellowship, the house staff physician must have completed an ACGME-accredited (or equivalent) residency in a specialty recognized by the American Board of Medical Specialties (ABMS) (or equivalent).

Prior to entrance into the program, the applicant must provide appropriate documentation satisfying the requirements as stated above.

B. Selection

1. Each program selection committee must ensure that the program selects from among eligible applicants on the basis of their preparedness, ability, academic credentials, communication skills, and personal qualities, such as motivation, integrity, and professionalism. Programs must not discriminate with regard to race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, and any other groups protected by federal, state, or local statutes.
2. Dignity Health East Valley programs will participate in the National Resident Matching Program (NRMP) and NRMP's Medicine Specialties Matching Program (MSMP), when available, and selection of house staff through the NRMP or MSMP is mandatory, when it exists. When programs are enrolled in the NRMP, they must follow all policies set by the NRMP. Any resident who qualifies by NRMP policy to be taken outside of the match, must receive prior approval from the DIO. It is the responsibility of the program director to seek this approval.

3. The program selection committee will rank the candidates for entrance into the NRMP, where appropriate, for selection based on qualifications.

C. Evaluation

Programs are to adhere to the ACGME common program requirements and specialty requirements, located on the ACGME website (acgme.org).

D. Advancement

All house staff must successfully complete all service assignments (or make up any that are judged to be unsatisfactory) before being advanced to the next year of training or completing the program. Successful completion of in-training examinations also may be required for advancement.

Each year of training must include progressive clinical and educational responsibility and be successfully completed before advancement in the program. House staff that complete the required time for any year of training but are judged to be unsuccessful in fulfilling or completing the academic requirements of that year will be terminated from the program or, at the discretion of the program director or Clinical Competency Committee may be allowed to repeat the year once. If a house staff physician is required to repeat a year of training, graduate medical education credit for only one year will be granted.

House staff program (HSP) agreement/contracts must be signed and submitted to the GME Office before advancement to the next year of training.

Resident salaries are set based on the program year status of the resident. For residents who have a required preliminary year, the resident will be paid based on their program year status plus one. Residents who must repeat a training year are paid based on the current program year status, not based on total years in training.

Examination Requirements

The paragraphs below represent the examination requirements the HSP must meet in order to advance in the program.

A resident must **take** step 3 of the USMLE or COMLEX exams, part II of the Licentiate of the Medical Council of Canada (LMCC) qualifying exam, or their equivalent (as recognized by Arizona State legislature) by December 31 of their PGY II year. A resident who has not taken the test by December 31 of their PGY II year will be treated in the same manner as a failure of passing the test and will be dismissed from the program on June 30 of their PGY II year. There will be no right to grieve or to appeal this dismissal.

The resident **must provide proof of passing** USMLE step 3 or its equivalent by May 31 of their PGY II year. A resident who fails to provide proof of passing USMLE step 3 or its

equivalent to the GME office **May 31 of the PGY II year** will be dismissed from the program on June 30 of their PGY II year. There will be no right to grieve or to appeal this dismissal.

A resident who has been terminated due to not passing USMLE step 3 or its equivalent may reapply to their program as an outside applicant following all processes outlined by the NRMP and this policy once they do pass USMLE step 3 or its equivalent. It will be up to the program's clinical competency committee if the applicant is accepted back to the program and whether the candidate enters the program as a PGY II or a PGY III. There is no right to grieve or to appeal this decision.

E. Nonpromotion and Nonrenewal

Dignity Health East Valley will optimally give written notice of intended non-promotion or non-renewal of the GME program agreement to the HSP four months (120 days) prior to the end of the term of the GME program agreement. If the primary reason(s) for the non-promotion and nonrenewal occurs within the four months prior to the end of the GME program agreement, the program must provide the HSP with as much written notice of the intent not to promote or renew as circumstances reasonably allow, prior to the end of the term of the GME program agreement. Such written notice shall set forth the reasons for the nonpromotion or nonrenewal decision and shall be either hand delivered to the HSP by the program director or, if the HSP refuses to meet in person, communication will be through US mail and email.

Absent extenuating circumstances, it is preferable for the HSP to be placed under review or on probation before a decision is made not to promote or not to renew the GME program agreement. The decision not to promote the HSP or not to renew a GME program agreement may be challenged under the GME grievance policy.

Repeated deficiencies of the HSP will result in a more detailed monitoring review, which could result in direct intervention by the GMEC.

F. Amendments or Termination of this Policy

Dignity Health East Valley reserves the right to modify, amend, or terminate this policy at any time.

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME policy shall govern.