

PROCEDURE GME03

Subject:
RESIDENT ELIGIBILITY, SELECTION, AND
APPOINTMENT

Effective Date:
OCTOBER 2004

Applies to:
THE METHODIST HOSPITAL SYSTEM
– GME PROGRAMS

Date Revised/Reviewed:
OCTOBER 2016

Originating Area:
GRADUATE MEDICAL EDUCATION COMMITTEE

Target Review Date:
OCTOBER 2019

I. GENERAL STATEMENT

Houston Methodist is dedicated to providing appropriate graduate medical education (GME) training to physicians. By sponsoring GME Programs, Houston Methodist can provide additional services to its patients and enhance healthcare in general. This Procedure sets forth the requirements for Residents to participate in both ACGME and non-ACGME-accredited Programs sponsored by Houston Methodist.

II. PROCEDURE

- A. Eligibility and Application Requirements for Houston Methodist GME Programs. In order to participate in an ACGME or non-ACGME accredited residency Program at Houston Methodist, a Resident must have either a Texas Medical Board (TMB) Physician-in-Training (PIT) permit or a full and unrestricted license to practice medicine in Texas. The TMB requires that each applicant for a Physician-in-Training permit:
1. Be at least 18 years of age; and
 2. Be of good professional character; and
 3. Be a graduate of:
 - a. A US or Canadian medical school accredited by the Liaison Committee on Medical Education or the American Osteopathic Association (AOA); **or**
 - b. A medical school outside the US and Canada and have:
 - (i) A current valid certificate from the Educational Commission on Foreign Medical Graduates prior to appointment; **or**
 - (ii) An unrestricted license to practice medicine in a U.S. licensing jurisdiction
 - c. Completed a Fifth Pathway program through an LCME-accredited medical school.

In addition, the TMB requires that each Resident applicant for a PIT permit must **not** have:

1. A medical license, permit, or other authority to practice medicine that is currently restricted for cause, canceled for cause, suspended for cause, revoked, or subject to other discipline in a state or territory of the US, Canada, or a uniformed service of the US; or
2. An investigation or proceeding pending for the restriction, cancellation, suspension, revocation, or other discipline of the applicant's medical license,

permit, or authority to practice medicine in a state or territory of the US, a province of Canada, or a uniformed service of the US; or

3. Prosecution pending in any state, federal, or Canadian court for any offense that under the laws of this state is a felony, a misdemeanor that involves the practice of medicine, or a misdemeanor that involves a crime of moral turpitude.

B. Eligibility Requirements for Applicants Entering or Transferring into ACGME Residency Programs that Require Prerequisite Clinical Training

1. All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited Residency Programs must be completed in ACGME-accredited Programs, or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited Programs located in Canada. Residency Programs must receive verification of each Applicant's level of competence in the required clinical field using ACGME or CanMEDS Milestones assessments from the prior training Program.
2. A physician who has completed a Program not accredited by the ACGME, RCPSCS, or CFPC may enter an ACGME-accredited Program in the same specialty at the PGY1 level and, at the discretion of the ACGME-accredited Program Director, may be advanced to the PGY2 level based on ACGME Milestones assessments at the ACGME-accredited Program. This applies only to entry into residency in specialties for which an initial clinical year is not required for entry.
3. An ACGME Review Committee may grant an exception to the eligibility requirements for Programs that provide completion of a prerequisite Program prior to admission. However, the Review Committees may not grant no other exceptions.

C. Eligibility Requirements for ACGME Fellowship Programs

1. All required clinical education for entry into ACGME-accredited Fellowship Programs must be completed in an ACGME-accredited Program, or in an RCPS-accredited or CFPC-accredited Program located in Canada. The Fellowship Program must receive verification of each entering Fellow's level of competency using ACGME or CanMEDS Milestones assessments from the Core Program.
2. A Review Committee may grant an exception to the eligibility requirements as follows: An ACGME-accredited fellowship program may accept an *exceptionally qualified applicant* (as defined below) who does not satisfy the eligibility requirements listed in Sections II.C.1., above, but who does meet all of the following additional qualifications and conditions:
 - a. Assessment by the program director and fellowship selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty;
 - b. Review and approval of the applicant's exceptional qualifications by the GMEC or a subcommittee of the GMEC; and
 - c. Satisfactory completion of the United States Medical Licensing Examination (USMLE) Steps 1, 2, and, if the applicant is eligible, 3, and;
 - d. For an international graduate, verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification; and,
 - e. Applicants accepted by this exception must complete fellowship Milestones evaluation (for the purposes of establishment of baseline performance by the Clinical Competency Committee), conducted by the receiving fellowship program within six weeks of matriculation. This

Resident selection on the basis of gender, race, age, religion, color, national origin, disability, pregnancy, sexual orientation, gender identity, or veteran status.

2. Selection Committee. Each Houston Methodist Program of GME shall organize a Resident Selection Committee (“Committee”) to rank candidates on the basis of the Committee's assessment of the individual's potential contributions in that particular specialty of medicine. These judgments will be based on the Applicant's academic performance, the assessment of their faculty as reflected in letters of recommendation, and personal qualities such as motivation, integrity, and interpersonal and communication skills as evaluated during the interview process by Faculty and Resident representatives.
3. Applicants for ACGME-accredited Programs must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment either in effect at the time of the interview or that will be in effect at the time of eventual appointment. This information must include: financial support; vacations; parental, sick, and other leaves of absence; professional liability insurance; hospitalization, health, disability, and other insurance accessible to Residents and their eligible dependents.
4. All Applicants and Residents are expected to be familiar with the TMB regulations governing PIT permits and full medical licenses at <http://www.tmb.state.tx.us>.

I. Transfers.

1. 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. The GME Office must review these documents before an offer of a position may be made to a transferring Resident. If the documentation is acceptable, the GME Office will initiate an Agreement of Appointment for the transferring Resident.

J. Resident Appointment.

1. Conditions of Appointment: The appointment to the position of Resident will be contingent upon
 - a. Issuance of an active PIT permit or medical license from the TMB prior to assuming duties at Houston Methodist, and
 - b. Successful completion of all requirements specified by the particular Program offering the Resident appointment
 - c. Every non-citizen Applicant selected for appointment must have permanent resident status or a J-1 visa as a condition of appointment to a Resident position at Houston Methodist. The sponsorship of a Resident for an H-1B visa is at the discretion of each individual Program of GME. No other visas except J-1 and H-1B are acceptable for Resident appointment.
2. Restrictive Covenants: No Resident will be asked or required to sign a noncompetition guarantee or restrictive covenant on entry to or exit from a Program of GME.
3. Essential Abilities: Residents may be required to sign a certificate that they possess the Essential Abilities required for training. The use of a third party to fulfill these attributes will not be considered adequate. However, individual residency Programs may require different specific abilities for training. All necessary accommodations requested by a Resident must be detailed and agreed to by the Resident before training begins. Procedure GME09—

Accommodation of Residents with Disabilities outlines the process by which a Resident may request accommodation for disability.

4. Agreement of Appointment: Residents will be provided with a written Agreement of Appointment outlining the terms and conditions of their appointment to an ACGME-accredited or non-ACGME-accredited Program sponsored by Houston Methodist. This agreement will contain provision for or a reference to Houston Methodist policies regarding: Resident's responsibilities; duration of appointment; financial support; conditions for reappointment and promotion to a subsequent postgraduate year of training; grievance and due process; professional liability insurance; hospital and health insurance benefits for Residents and their eligible dependents that start the first recognized day of the Resident's Program; disability insurance; vacation, parental, sick, and other leaves of absence; timely notice of the effect of leave on Resident's ability to satisfy requirements to complete the Program; access to information related to eligibility for specialty board examinations; and duty hours and moonlighting.
5. Term of Appointment: The length of residency training varies across specialties. Upon acceptance into a Program of GME, a Resident should expect to be able to complete the course of training if the Resident's performance merits. The term of appointment is a maximum of 12 months (one year). A Resident's promotion to the subsequent postgraduate year of training is contingent upon the Resident's performance in the Program (see Procedure GME06—Promotion and Reappointment).
6. Orientation and Start Dates: Houston Methodist recognizes July 1 or August 1 as official start dates for all residents, dependent upon the respective residency/fellowship program. All incoming residents must attend mandatory, new resident orientation corresponding with their official program start date. Residents who interrupt training at Houston Methodist to enroll in other ACGME or non-ACGME accredited programs, or who take time off from their program to participate in research or other activities inside or outside of Houston Methodist, may only restart their training in their original program on either July 1 or August 1 of the following academic year.

III. COMMITTEE REVIEWING OR APPROVING PROCEDURE

1. Graduate Medical Education Committee [14 October 2004] [13 December 2007] [11 December 2008] [12 January 2012] [9 January 2014] [13 October 2016]

AUTHORITATIVE REFERENCES:

1. Texas Medical Board Rules, Texas Administrative Code, Title 22, Part 9, Chapters 163 and 171.
2. Accreditation Council for Graduate Medical Education, Institutional Requirements IV.A-B and Common Program Requirements III.C. (www.acgme.org)