



## Harbor Hospital

### *Graduate Medical Education Institutional Policy*

*Approved by GMEC: 6/2/99*  
*Revised: 7/3/02*

#### Selection and Credentialing of House Officers

##### **I. Purpose**

To establish a policy for all post-graduate training programs within Harbor Hospital Center to use in the selection of house officers. To further establish a procedure for the credentialing of house officers.

##### **II. Scope**

This policy will apply to all post-graduate training programs in the Harbor Hospital Center. All information contained in this policy shall be used as minimum criteria for selection. More detailed selection criteria shall be delineated in the respective Departmental Selection Policy.

##### **III. Definitions**

House Staff or House Officer – refers to all interns, residents and fellows enrolled in the Harbor Hospital Center's post-graduate training program.

Match – refers to the formal process of matching residents to hospitals, administered by the National Residency Matching Program (NRMP).

##### **IV. Responsibilities/Requirements**

- A. All applicants for a house officer position must be (pending) graduates of:
  - 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 accredited by the American Osteopathic Association (AOA).
  - 3. Graduates of medical schools outside the United States and Canada who meet one of the follow qualifications.
    - a) Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates, or

- b) Have a full and unrestricted license to practice medicine in a United States licensing jurisdiction.
  4. Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school.
- B. All applications for House Officer positions must be submitted by one of the following methods:
  1. The Electronic Residency Application Service (ERAS); or
  2. The Universal Application for Residency Training; or
  3. Approved Hospital employment application for residency training.

Department specific policies may designate other means of application during a post-match period; however, original applications must still be submitted.
- C. The Program Director or designee will evaluate and select the candidates he/she believes to be the most qualified for the positions available within the training program.
- D. Once an applicant is selected for an interview, the following procedure must be employed by all programs:
  1. The credentials listed below must be collected for each candidate:
    - a) Application and Personal Statement completed and signed
    - b) Original Dean's letter
    - c) Original (certified) Medical School Transcript
    - d) Verification of graduation from the Medical School. (Appointments to PGY-1 positions may be made prior to graduation. However, it is the responsibility of each Program Director to verify graduation before the intern begins the program. Verification documentation must be kept in the personnel file.)
    - e) Two (2) letters of reference from attending physicians familiar with the individual's performance. If the candidate has previously been in a post-graduate training program, one letter must be from the candidate's former Program Director.
  2. Candidates of medical schools that are not accredited by the LCME, the AOA or other accredited college for specialty training must have the following additional documentation:
    - a) Official certified translations in English of all documents listed above; and
    - b) Certification by the Educational Commission of Foreign Medical Graduates (ECFMG).

3. All candidates should interview with the Program Director (or designee) and when possible, one or more members of the faculty. Telephone interviews may be granted in lieu of a face-to-face interview.
4. All residency programs are expected to participate in the National Residency Matching Program (NRMP) and to follow all rules and requirements as set forth by that organization.
5. All candidates should be evaluated based on the following minimum criteria:
  - a) Preparedness
  - b) Ability
  - c) Aptitude
  - d) Academic credentials
  - e) Communication skills
  - f) Personal qualities, such as motivation and integrity
6. All candidates invited for interviews must be given the following information in written format:
  - a) Salary and benefits information
  - b) Explanation of the professional liability coverage for house officers
  - c) Any conditions of employment
7. Upon selection (or after the Match), contracts shall be prepared by the residency office and forwarded to the VPMA for signature.
8. If any of the required credentials documentation identified above is missing on the effective date of the contract, the contract may be void.
9. If a prospective house officer fails to graduate, the contract will be made null and void.
10. MedStar Health is an equal opportunity employer. Residency programs will not discriminate with regard to gender, race, age, religion, color, national origin, disability, or veteran status.