



<b>POLICY #:</b>	
<b>SUBJECT:</b> Eligibility and Selection of Residents	<b>EFFECTIVE DATE:</b> 8.20.15
<b>SPONSOR:</b> John E Delzell, Jr, MD, MSPH Vice President and DIO	<b>REVISED:</b>
<b>APPROVED:</b> Graduate Medical Education Committee	<b>APPROVED FOR USE:</b> 8.20.15

### **PURPOSE:**

It is important that the process of recruitment and selection of the physicians who will become resident physicians in the Broward Health residency programs meet the appropriate standards. Broward Health has adopted the following policy to address eligibility and selection of residents.

This policy addresses ACGME Institutional Requirement *IV.A.1. Eligibility and Selection of Residents/Fellows*: The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment and appointment, and must monitor each of its ACGME-accredited programs for compliance.

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### **DEFINITIONS**

**Applicant:** An M.D. or D.O. invited to interview with a GME program.

**ECFMG Number:** The identification number assigned by the Educational Commission for Foreign Medical Graduates (ECFMG) to each international medical graduate physician who receives a certification from ECFMG.

**International Medical Graduate (IMG):** A graduate from a medical school outside the United States and Canada (and not accredited by the Liaison Committee on Medical Education). IMGs may be citizens of the United States who chose to be educated elsewhere or non-citizens who are admitted to the United States by US Immigration authorities. All IMGs should undertake residency education in the United States before they can obtain a license to practice medicine in the United States even if they were fully educated, licensed, and practicing in another country.

**LCME:** Liaison Committee on Medical Education, which accredits programs of medical education leading to the M.D. degree in the United States and in collaboration with the Committee on Accreditation of Canadian Medical Schools (CACMS), in Canada.

**National Resident Matching Program (NRMP):** A private, not-for-profit corporation established in 1952 to provide a uniform date of appointment to positions in graduate medical education in the United States. Five organizations sponsor the NRMP: American Board of Medical Specialties, American Medical Association, Association of American Medical Colleges,

American Hospital Association, and Council of Medical Specialty Societies.

**National Matching Service:** The AOA Intern/Resident Registration Program is a matching program that places students into osteopathic graduate medical education positions in the United States. The Intern/Resident Registration Program (the "Match") is sponsored and supervised by the American Osteopathic Association (AOA). The Match is administered on behalf of the AOA by National Matching Services Inc.

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## **BACKGROUND**

Resident physicians must meet certain qualifications for participation and appointment in the accredited residency programs at Broward Health. These qualifications include the accreditation of the medical school, medical licensure, speaking skills, and medical licensing examinations.

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## **POLICY**

### **1. Eligibility**

Resident applicants must meet the following qualifications for appointment to an accredited residency program:

- 1.1 Graduation from an accredited and acceptable medical school (MD or DO), as outlined by the Florida Board of Medicine or the Florida Board of Osteopathic Medicine.

If graduation is from an acceptable medical school outside the United States or Canada resident must have the following:

- 1.1 a current, valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or

- 1.2 a full, unrestricted license to practice medicine in the State of Florida

Broward Health's Office of Graduate Medical Education reserves the right to reject any candidate at the point it is determined that they have matriculated from an unacceptable medical school.

- 1.2 Meet the requirements set by the Florida Board of Medicine or Florida Board of Osteopathic Medicine for Initial Licensing of Resident Physicians, Interns, Fellows, and House Physicians.
- 1.3 Evidence of passing USMLE Step I and II / COMLEX Level 1 and 2. Fellowship program applicants must provide evidence that they successfully passed USMLE Step III / COMLEX Level 3.

- 1.4 Ability to demonstrate spoken, auditory, reading, and writing proficiency in the English language.
- 1.5 Be able to meet with or without reasonable accommodation, all duties and responsibilities as described in our policy and procedure manual.
- 1.6 Proof of legal employment status (i.e., birth certificate, passport, naturalization papers, valid visa, etc.),

Some ACGME program requirements stipulate further qualifications that must be met for eligibility to an ACGME accredited program at Broward Health. Additionally, some programs may have more stringent qualification requirements as specified in their individual program manuals.

## **2. Application**

Application is the first step in the process of joining a Broward Health residency program. Most residency and fellowship programs at Broward Health participate in the Electronic Residency Application Service (ERAS).

## **3. Resident Selection**

- 3.1 Programs will select residents from among eligible candidates on the basis of residency-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
- 3.2 Programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status as required by the ACGME and AOA.

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## **PROCEDURE**

### **1. Application**

- 1.1 Only applicants who meet the Eligibility requirements for the specialty program that that they are applying for will be considered.
- 1.2 Applicants must use ERAS to submit supporting credentials directly to the program director. These include:
  - a) Application form
  - b) Letters of recommendation

- c) Medical school performance evaluation / Dean’s letter
- d) Medical school transcript
- e) Personal statement
- f) USMLE or COMLEX transcript
- g) ECFMG status report (for graduates of foreign medical schools)

**2. Interviews**

- 2.1 Only applicants who have submitted all of the required credentials and documents will be invited for interviews.
- 2.2 During the in-person interview, the applicant may be asked to complete a writing exercise that will provide information on the applicant’s writing skills, including ability to organize information, content development and grammatical skills.

**3. Resident Selection**

- 3.1 In selecting from among qualified candidates seeking an initial Graduate Medical Education position, or a position in an advanced Graduate Medical Education program that participates in one of the “specialty” matching programs, the programs will participate in and abide by the rules and regulations established by the National Resident Matching Program and/or the applicable specialty matching program.
- 3.2 Programs will select residents from among eligible candidates on the basis of residency-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills and personal qualities such as motivation and integrity.
- 3.3 Applicants will submit all required documentation to the Broward Health GME Office prior to the start of residency training. Any delays in information submission may result in a delay of the resident’s start date or retraction of the offered position.

**Related Policies: Appointment  
Transfer**

<b>Authors:</b>	<i>John E Delzell Jr MD MSPH Vice President and DIO</i>	<b>Date:</b>	8.5.15
<b>Revised:</b>	<i>Krystal Rajkumar, Director of GME</i>		8.17.15
<b>DIO Review</b>	<i>John E Delzell Jr MD MSPH</i>		8.17.15
<b>Legal Review</b>			
<b>Compliance Review</b>			
<b>GMEC Approval</b>	<i>Reviewed and approved</i>		8.20.15

## **POLICY – DERMATOLOGY RESIDENCY PROGRAM**

### **1. Eligibility**

Resident applicants must meet the following qualifications for appointment to an accredited residency program:

- 1.1 Graduation from an accredited and acceptable medical school (MD or DO), as outlined by the Florida Board of Medicine or the Florida Board of Osteopathic Medicine.

If graduation is from an acceptable medical school outside the United States or Canada, resident must have the following:

- 1.1 a current, valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or

- 1.2 a full, unrestricted license to practice medicine in the State of Florida

- 1.3 proof of diploma validating that the applicant graduated from an acceptable medical school within 5 years of application to the Dermatology Residency Program.

- 1.4 proof of medical school transcripts/certified letter from medical school must reflect that the applicant was within the top 50% of their graduated class.

Broward Health's Office of Graduate Medical Education reserves the right to reject any candidate at the point it is determined that they have matriculated from an unacceptable medical school.

- 1.2 Meet the requirements set by the Florida Board of Medicine or Florida Board of Osteopathic Medicine for Initial Licensing of Resident Physicians, Interns, Fellows, and House Physicians.

- 1.3 Evidence of passing USMLE Step I and II / COMLEX Level 1 and 2. Fellowship program applicants must provide evidence that they successfully passed USMLE Step III / COMLEX Level 3. The Dermatology Residency Program will only consider applicants with a minimum of 550 on all COMLEX Level Exams and a minimum of 230 on all USMLE Step Exams.

- 1.4 Ability to demonstrate spoken, auditory, reading, and writing proficiency in the English language.

- 1.5 Be able to meet with or without reasonable accommodation, all duties and responsibilities as described in our policy and procedure manual.
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- 1.6 Proof of legal employment status (i.e., birth certificate, passport, naturalization papers, valid visa, etc.),

Some ACGME program requirements stipulate further qualifications that must be met for eligibility to an ACGME accredited program at Broward Health. Additionally, some programs may have more stringent qualification requirements as specified in their individual program manuals.

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**Related Policies: Appointment  
Transfer**

<b>Authors:</b>	<i>John E Delzell Jr MD MSPH Vice President and DIO</i>	<b>Date:</b>	<i>9.8.16</i>
<b>Revised:</b>	<i>Krystal Rajkumar, Director of GME</i>		
<b>DIO Review</b>	<i>John E Delzell Jr MD MSPH</i>		
<b>Legal Review</b>			
<b>Compliance Review</b>			
<b>GMEC Approval</b>	<i>Reviewed and approved</i>		<i>9.15.16</i>

## **POLICY – ORTHOPAEDIC SURGERY RESIDENCY PROGRAM**

### **1. Eligibility**

Resident applicants must meet the following qualifications for appointment to an accredited residency program:

- 1.1 Graduation from an accredited and acceptable medical school (MD or DO), as outlined by the Florida Board of Medicine or the Florida Board of Osteopathic Medicine.

If graduation is from an acceptable medical school outside the United States or Canada, resident must have the following:

- 1.1 a current, valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or

- 1.2 a full, unrestricted license to practice medicine in the State of Florida

- 1.3 proof of diploma validating that the applicant graduated from an acceptable medical school within 5 years of application to the Orthopaedic Surgery Residency Program.

- 1.4 proof of medical school transcripts/certified letter from medical school must reflect that the applicant was within the top 50% of their graduated class.

Broward Health's Office of Graduate Medical Education reserves the right to reject any candidate at the point it is determined that they have matriculated from an unacceptable medical school.

- 1.2 Meet the requirements set by the Florida Board of Medicine or Florida Board of Osteopathic Medicine for Initial Licensing of Resident Physicians, Interns, Fellows, and House Physicians.

- 1.3 Evidence of passing USMLE Step I and II / COMLEX Level 1 and 2. Fellowship program applicants must provide evidence that they successfully passed USMLE Step III / COMLEX Level 3. The Orthopaedic Surgery Residency Program will only consider applicants with a minimum of 550 on all COMLEX Level Exams and a minimum of 230 on all USMLE Step Exams.

- 1.4 Ability to demonstrate spoken, auditory, reading, and writing proficiency in the English language.

- 1.5 Be able to meet with or without reasonable accommodation, all duties and responsibilities as described in our policy and procedure manual.
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- 1.6 Proof of legal employment status (i.e., birth certificate, passport, naturalization papers, valid visa, etc.),

Some ACGME program requirements stipulate further qualifications that must be met for eligibility to an ACGME accredited program at Broward Health. Additionally, some programs may have more stringent qualification requirements as specified in their individual program manuals.

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**Related Policies: Appointment  
Transfer**

<b>Authors:</b>	<i>John E Delzell Jr MD MSPH Vice President and DIO</i>	<b>Date:</b>	<i>9.12.16</i>
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## **POLICY –PEDIATRIC RESIDENCY PROGRAM**

### **1. Eligibility**

Resident applicants must meet the following qualifications for appointment to an accredited residency program:

- 1.1 Graduation from an accredited and acceptable medical school (MD or DO), as outlined by the Florida Board of Medicine or the Florida Board of Osteopathic Medicine.

If graduation is from an acceptable medical school outside the United States or Canada, resident must have the following:

- 1.1 a current, valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or

- 1.2 a full, unrestricted license to practice medicine in the State of Florida

- 1.3 proof of diploma validating that the applicant graduated from an acceptable medical school within 5 years of application to the Pediatric Residency Program.

Broward Health's Office of Graduate Medical Education reserves the right to reject any candidate at the point it is determined that they have matriculated from an unacceptable medical school.

- 1.2 Meet the requirements set by the Florida Board of Medicine or Florida Board of Osteopathic Medicine for Initial Licensing of Resident Physicians, Interns, Fellows, and House Physicians.

- 1.3 Evidence of passing USMLE Step I and II / COMLEX Level 1 and 2. The Pediatric Residency Program will only consider applicants with a minimum of 480 on all COMLEX Level Exams and a minimum of 195 on all USMLE Step Exams. USMLE Steps 1 & 2/COMLEX Levels 1 & 2 Exams must be taken with passing scores within 5 years of application to the Pediatric Residency Program.

- 1.4 Ability to demonstrate spoken, auditory, reading, and writing proficiency in the English language.

- 1.5 Be able to meet with or without reasonable accommodation, all duties and responsibilities as described in our policy and procedure manual.

- 1.6 Proof of legal employment status (i.e., birth certificate, passport, naturalization papers, valid visa, etc.),

Some ACGME program requirements stipulate further qualifications that must be met for eligibility to an ACGME accredited program at Broward Health. Additionally, some programs

may have more stringent qualification requirements as specified in their individual program manuals.

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**Related Policies:   Appointment  
                                  Transfer**

<b>Authors:</b>	<i>John E Delzell Jr MD MSPH Vice President and DIO</i>	<b>Date:</b>	<i>9.13.16</i>
<b>Revised:</b>	<i>Krystal Rajkumar, Director of GME</i>		
<b>DIO Review</b>	<i>John E Delzell Jr MD MSPH</i>		
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<b>Compliance Review</b>			
<b>GMEC Approval</b>	<i>Reviewed and approved</i>		<i>9.15.16</i>

## **POLICY – INTERNAL MEDICINE RESIDENCY PROGRAM**

### **1. Eligibility**

Residency applicants must meet the following qualifications for appointment to an accredited residency program:

- 1.1 Graduation from an accredited and acceptable medical school (MD or DO), as outlined by the Florida Board of Medicine or the Florida Board of Osteopathic Medicine.

If graduation is from an acceptable medical school outside the United States or Canada resident must have the following:

- 1.1 a current, valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or

- 1.2 a full, unrestricted license to practice medicine in the State of Florida

- 1.3 proof of diploma validating that the applicant graduated from an acceptable medical school within 5 years of application to the Internal Medicine Residency Program. Transcripts must reflect that applicant did not repeat any years in medical school.

Broward Health's Office of Graduate Medical Education reserves the right to reject any candidate at the point it is determined that they have matriculated from an unacceptable medical school.

- 1.2 Meet the requirements set by the Florida Board of Medicine or Florida Board of Osteopathic Medicine for Initial Licensing of Resident Physicians, Interns, Fellows, and House Physicians.

- 1.3 Evidence of passing USMLE Step I and II / COMLEX Level 1 and 2. Fellowship program applicants must provide evidence that they successfully passed USMLE Step III / COMLEX Level 3. The Internal Medicine Residency Program will only consider applicants with a minimum of 500 on all COMLEX Level Exams and a minimum of 215 on all USMLE Step Exams. The applicant must have no previous failures on any USMLE Step attempts or COMLEX Level attempts.

- 1.4 Ability to demonstrate spoken, auditory, reading, and writing proficiency in the English language.

- 1.5 Be able to meet with or without reasonable accommodation, all duties and responsibilities as described in our policy and procedure manual.

- 1.6 The Internal Medicine program will not sponsor visas.
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Some ACGME program requirements stipulate further qualifications that must be met for eligibility to an ACGME accredited program at Broward Health. Additionally, some programs may have more stringent qualification requirements as specified in their individual program manuals.

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**Related Policies:    Appointment  
   Transfer**

<b>Authors:</b>	<i>John E Delzell Jr MD MSPH Vice President and DIO</i>	<b>Date:</b>	<i>9.15.16</i>
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