

RIVERSIDE UNIVERSITY HEALTH SYSTEM MEDICAL CENTER

Graduate Medical Education

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Title: Eligibility, Recruitment, Selection Appointment and reappointment of Resident Physicians for Accredited Post-Graduate Training Programs	Effective Date: July 1, 2019	<input type="checkbox"/> Hospital-Wide <input checked="" type="checkbox"/> Departmental	
Approved By and Date Approved: Daniel Kim, MD Director of Medical Education Roger Garrison, DO Associate/Osteopathic Director of Medical Education		<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> Guideline	

1. POLICY

The policy of Riverside University Health System (RUHS) Medical Center's Office of Graduate Medical Education is to ensure programs select from among eligible applicants based on their preparedness, ability, aptitude, academic credentials, communication skills and personal qualities including motivation and integrity. Programs will not discriminate with regard to sex, race, age, religion, sexual orientation, gender identity, color, national origin, disability, creed, ancestry, marital status, veteran status or any other applicable legally protected status. Each program must have a written policy for resident selection and recruitment and this policy must be made available to potential applicants.

2. DEFINITIONS

- 2.1 **ECFMG Number:** The identification number assigned by the Educational Commission for Foreign Medical Graduates (ECFMG) to each international medical graduate physician who receives certification from ECFMG.
- 2.2 **PTAL:** Postgraduate Training Authorization Letter is the letter provided by the Medical Board of California allowing foreign medical graduates to commence Accreditation Council for Graduate Medical Education (ACGME) accredited training in California.
- 2.3 **PTL:** Postgraduate Training License is a license provided by the Medical Board of California allowing medical graduates to commence ACGME accredited training in California.

3. PROCEDURES

- 3.1 **Resident Eligibility:**
To be eligible for appointment to Riverside University Health System Medical Center (RUHC-MC) residency training programs, applicants must be either United States Citizens or permanent residents and where

ACGME-accredited training programs: Applicants meeting the following minimum qualifications are eligible for appointment to ACGME accredited residency programs

- a. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME); OR
- b. Graduates of colleges of osteopathic medicine in the United States accredited by the Commission on Osteopathic College Accreditation (COCA); OR

- c. Graduates of medical schools outside the United States or Canada who meet the following additional qualifications:
 - 1. The medical school must be listed on the World Federation of Medical Education (WFME) and the Foundation for Advancement of International Medical Education (FAIMER) and the Research World Directory of Medical Schools joint directory or the World Directory of Medical Schools; OR
 - 2. Have a full and unrestricted license issued by the Medical Board of California

AOA-accredited training programs: Applicants meeting the following minimum qualifications are eligible for appointment to AOA-accredited residency programs:

- a. Graduates of colleges of osteopathic medicine in the United States accredited by the Commission on Osteopathic College Accreditation (COCA)
- b. Applicants for residency training shall be members of the AOA and shall maintain membership during their specialty training.

3.2 Recruitment and Selection:

Programs will utilize the Electronic Residency Application Service (ERAS) for acceptance of application documentation. In cases where it is impossible to utilize ERAS, programs will utilize the standardized application form provided by the GME office.

Programs must participate in the appropriate matching services, as determined by their accrediting body for recruitment and selection of first year residency positions. Programs may not recruit for more positions than have been approved by the appropriate accrediting body and funded by RUHS-MC

- a. Minimum application documentation: Prior to being placed on a rank list, applicants must have submitted the following minimum documentation
 - 1. Application
 - 2. Curriculum Vita
 - 3. Medical School Transcript
 - 4. Dean's Letter or Medical Student Performance Evaluation (MPSE)
 - 5. 3 letters of reference from physicians
 - 6. Photograph taken within the last 6 months
 - 7. USMLE or COMLEX transcripts as applicable
 - 8. Personal Statement
 - 9. If any required documents are in a language other than English, then a translations of the document(s) must be provided
- b. Graduates of medical schools outside the United States must also provide the following:
 - 1. Current ECFMG Certificate
 - 2. Current PTAL from the Medical Board of California will be required prior to January 1, 2020. As of January 1, 2020, a PTAL will no longer be required.

Rank list must be approved by the Designated Institutional Official and/or Institutional Educational Officer as appropriate prior to submission to the appropriate matching services. Applicants being taken outside the match

must have their application documentation reviewed and verified by the GME Office prior to an appointment being offered.

3.3 Appointments:

All appointment letters and agreements will be prepared and given to the applicants by the GME Office as required by the appropriate accrediting body. Appointments will be made for a term of one year. Original appointment letters and agreements will be maintained in the GME Office, with copies provided to both the program and applicant.

Prior to the start of the program, the following additional documents must be submitted by the applicant as applicable:

1. Official medical school transcript indicating that a degree was issued and date of issuance
2. Copy of medical school diploma
3. Copy of social security card
4. Copy of current driver's license, state identification card or copy of US passport
5. Copy of permanent resident card
6. Copy of current ACLS and BLS certifications
7. Pediatric residents may start their first year of postgraduate training with BLS certification. Pediatric residents will be required to obtain Pediatric Advanced Life Support (PALS) certification prior to beginning their second year of postgraduate training.
8. If required documentation is in different names, then proof of name change (i.e., Marriage certificate or court document) must be provided
9. If any required documents are in a language other than English, then a translation of the document(s) must be provided.

Residents must apply for and obtain a Medical Board of California Post Graduate Training License no later than 180 days after enrollment into a California ACGME program.

In addition to the above, prior to the appointment date, the applicant must have successfully completed all RUHS-MC pre-employment requirements, including, but not limited to a pre-employment physical and Department of Justice background check.

Failure to provide any required documentation or to successfully complete all pre-employment requirements by the date of appointment will result in automatic withdrawal from the training program.

3.4 Reappointment:

Reappointment of residents to their respective residency programs will be made annually for multi-year programs. Reappointment of a resident is not guaranteed and is based on the resident's satisfactory progress in their respective residency program

3.5 Non-reappointment:

Should the Program decide not to reappointment the resident to a subsequent year of training, the resident will be notified in writing no less than 120 days prior to the

end of the current Agreement. However, if the primary reason(s) for the non-reappointment / non-promotion occurs within the 120 days prior to the end of the Agreement, the Program will provide the resident with as much written notice of the intent not to renew / promote as the circumstances will reasonably allow. The decision by the Program to not reappoint or promote is subject to the appeal, hearing and review procedures for the Residents at RUHS-MC.

3.6 Non-Renewal by Resident:

If the Resident intends not to seek reappointment, he/she agrees to give the Program Director notice as soon as possible, but not less than 120 days prior to the date when he/she would reappoint / promote.

4. REFERENCES

1. ACGME Requirements
2. AOA Requirements
3. Medical Board of California requirements

Document History:

Release Dates: August 2019		Replaces Policy: 109 dated August 2017	
Date Reviewed	Reviewed By:	Revisions Made?	Revision Description
July 2019	GMEC	Yes	Minor wording changes throughout document.