

POLICY:


Eligibility, Selection and Transfer of Applicants for Residency and Fellowship Programs

RESPONSIBLE DEPARTMENT:

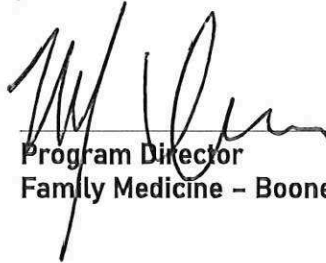
Administration
 Family Medicine Asheville
 Addiction Medicine Fellowship
 Sports Medicine Fellowship
 Family Medicine Boone
 Sports Medicine Fellowship
 Family Medicine Hendersonville
 Gen Practice Dental Residency
 General Surgery
 Critical Care Surgery Fellowship
 Internal Medicine
 Obstetrics and Gynecology
 Maternal Fetal Medicine
 Psychiatry
 Child & Adolescent Fellowship
 Consultation-Liaison Fellowship
 Transitional Year

APPROVED BY:

 11-15-21
 CEO Date

 7/21/21
 Designated Institutional Official Date
 Graduate Medical Education

 7/21/21
 Program Director Date
 Family Medicine Residency - Asheville

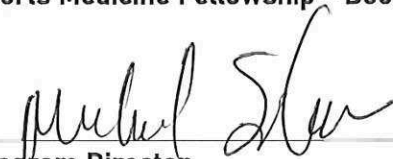
 10/20/21
 Program Director Date
 Family Medicine - Boone

 8/13/21
 Program Director Date
 Family Medicine - Hendersonville

 7/29/2021
 Program Director Date
 Sports Medicine Fellowship - Asheville

 10-21-21
 Program Director Date
 Sports Medicine Fellowship - Boone

 9/13/21
 Program Director Date
 Addiction Medicine Fellowship

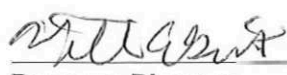
 8/2/21
 Program Director Date
 General Surgery Residency

 8/3/21


Program Director Date
Critical Care Surgery Fellowship

 9/30/21


Program Director Date
Internal Medicine Residency

 9/30/21


Program Director Date
Obstetrics & Gynecology Residency

 10/6/21


Program Director Date
Maternal Fetal Medicine Fellowship

 7.29.21


Program Director Date
General Practice Dental Residency

 8/10/21

Program Director Date
Psychiatry Residency

 10/12/21

Program Director Date
Child & Adolescent Psychiatry Fellowship

 9/7/21

Program Director Date
Consultation-Liaison Psychiatry Fellowship

 9/21/2021

Program Director Date
Transitional Year Residency

PURPOSE:

To establish an institutional policy regarding applicant resident and fellowship eligibility and selection that meets or exceeds the Institutional, Common Program and specialty/subspecialty-specific Program Requirements of the Accreditation Council for Graduate Medical Education (ACGME) and the Commission on Dental Accreditation (CODA).

POLICY:

GRADUATE MEDICAL EDUCATION PROGRAMS

Residency Applicant Eligibility

An applicant with one of the following qualification(s) is eligible for selection and appointment to MAHEC's Graduate Medical Education (GME) Residency programs:

1. A graduate of a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME), or the American Osteopathic Association (AOA); or
2. A graduate of a dental school in the United States, accredited by Commission on Dental Accreditation (CODA) or;
3. An applicant who is not a graduate of a LCME or AOA approved medical school must meet one of the following additional qualifications:
 - a. hold a currently-valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
 - b. hold a full and unrestricted license to practice medicine in a United States licensing jurisdiction in North Carolina;
 - c. have graduated from a medical school outside the United States and have completed a Fifth Pathway program provided by an LCME-accredited medical school.

4. Preference is given to applicants who have clinical experience in the United States, Canada or systems based on British models of training and health care.
5. The North Carolina Medical Board requires that physicians who plan to participate in a recognized, fully accredited graduate medical education program or approved fellowship must have passed USMLE Steps 1 and 2 or COMLEX 1 and 2 within three attempts.

Fellowship Applicant Eligibility

1. Prior to the appointment in the program, fellows appointed to the Addiction Medicine Fellowship must have successfully completed an ACGME or AOA-accredited residency in any of the specialties outlined in the ACGME Addiction Medicine Program requirements. The program must document that each fellow has met the eligibility criteria.
2. Prior to the appointment in the program, fellows appointed to the Hospice and Palliative Medicine Fellowship must have completed an ACGME or AOA-accredited residency program in Anesthesiology, Emergency Medicine, Family Medicine, Internal Medicine, Neurology, Obstetrics and Gynecology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry, Radiation Oncology or Surgery as specified in the ACGME Program Requirements. The program must document that each fellow has met the eligibility criteria.

The Program Director must document that each fellow has met the eligibility criteria from their primary residency in Anesthesiology, Emergency Medicine, Family Medicine, Internal Medicine, Neurology, Obstetrics and Gynecology, Pediatrics, Physical Medicine and Rehabilitation, Psychiatry, Radiation Oncology or Surgery.

3. Prior to the appointment in the program, fellows appointed to the Sports Medicine Fellowship must have successfully completed an ACGME-accredited or AOA-accredited residency in Emergency Medicine, Family Medicine, Internal Medicine, Pediatrics, or Physical Medicine and Rehabilitation as specified in the ACGME Program Requirements, The program must document that each fellow has met the eligibility criteria.
4. Prior to the appointment of the program, fellows appointed to the Critical Care Surgery Fellowship must have successfully completed an ACGME-accredited or AOA-accredited residency in Emergency Medicine, Neurological Surgery, Obstetrics and Gynecology, Orthopedic Surgery, Otolaryngology, Surgery, Thoracic Surgery, Vascular Surgery, or Urology as specified in the ACGME Program Requirements. The program must document that each fellow has met the eligibility criteria.
5. Prior to the appointment of the program, fellows appointed to the Vascular Surgery Fellowship must have successfully completed an ACGME-accredited residency in General Surgery as specified in the ACGME Program Requirements.. The program must document that each fellow has met the eligibility criteria.

The Program Director must inform applicants from non-ACGME-accredited programs in General Surgery, prior to appointment and in writing, of the specialty board's policies and procedures that will affect their eligibility for certification.

6. Prior to the appointment of the program, fellows appointed to the Child and Adolescent Psychiatry Fellowship must have successfully completed 3 years of an ACGME-accredited residency in General Psychiatry with courses complementary to the MAHEC Child Psychiatry fellowship, such that completion of the fellowship in combination with prior credits is sufficient to meet ACGME requirements for General Psychiatry training.

The program must document that each fellow has met the eligibility criteria. The Program Director must inform applicants from non-ACGME-accredited programs in General Psychiatry, prior to appointment and in writing, of the specialty board's policies and procedures that will affect their eligibility for certification.

7. Prior to the appointment of the program, fellows appointed to the Consultation-Liaison Psychiatry Fellowship must have successfully completed an ACGME-accredited residency in Psychiatry. The program must document that each fellow has met the eligibility criteria.

The Program Director must inform applicants from non-ACGME-accredited programs in Psychiatry, prior to appointment and in writing, of the specialty board's policies and procedures that will affect their eligibility for certification.

8. Prior to the appointment of the program, fellows appointed to the Maternal Fetal Medicine Fellowship must have successfully completed an ACGME-accredited residency in Obstetrics and Gynecology as specified in the ACGME Program Requirements. The program must document that each fellow has met the eligibility criteria.

Applicant Selection

An applicant must have completed a formal application to the GME program, including:

1. Applicants for first year positions in the primary residency programs must apply through the Electronic Residency Application Service (ERAS) or ;
2. Submission of academic credentials to include:
 - a. A dean's letter from the applicant's medical school;
 - b. Letters of reference as well as verification of education experience and a summative competency-based performance evaluation; and
 - c. Official transcript(s) and other documentation defined in program policies and procedures.
3. A personal statement as defined in program policies and procedures;
4. Other documentation as defined in program policies and procedures;
5. Eligible applicants will have participated in a personal interviewing process as designed by the GME program;
6. MAHEC's GME programs will participate in the National Resident Matching Program (NRMP) to select qualified applicants for all residency and fellowship programs. Applicants can only be selected "outside the match" if a fellowship does not have a match system or with approval from the DIO.

Resident Transfers

Before accepting a resident or fellow 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. A Program Director must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.

GENERAL DENTAL PRACTICE RESIDENCY PROGRAM

Applicant Eligibility

1. Dental applicants must be enrolled in the Postdoctoral Application Support System (PASS);
2. The Program Director and faculty may establish additional requirements for application materials to be sent directly to the program;
3. Applicants must be in the final year or a graduate of a North American Dental School accredited by CODA; and
4. Applicants must be eligible for a NC State Board of Dental Examiner's Intern Permit or a full, active, and unencumbered NC Dental License.

Applicant Selection

1. Applicants are eligible to be considered for interviews only when the application is complete and received by the Program Director by the published deadline(s);
2. Competitive applicants who have been selected for interview by the Program Director and/or Resident Selection Committee will be contacted by the program;
3. Eligible applicants will have participated in a personal interviewing process as designed by the GPR program; and

PROCEDURE(S):

1. Each program may have their preferred criteria for selection but must include the following required criteria:
 - A. Applicants must be eligible for a NC medical license/dental intern permit.
 - B. Applicants must be to work in the US (citizen, permanent resident, eligible VISA).
 - C. Applicants must meet other requirements for MAHEC employment as well as ACGME/RRC specialty-specific eligibility criteria.
2. The GME programs will select from among eligible applicants on the basis of residency/fellowship program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities, such as, motivation and integrity, with no evidence of discrimination with regard to sex, race, age, religion, color, national origin, disability, sexual orientation, veteran status, or any other applicable legally protected status.
3. Applicants who are invited for interviews for a resident/fellow position must be informed in writing or by electronic means, of the terms, conditions and benefits of appointment to the ACGME/CODA-accredited program, either in effect at the time of the interview or that will be in effect at the time of their eventual appointment. Information that is provided must include: financial support, vacations; parental, sick and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents.
4. The Program Director must confirm that applicants have met the eligibility criteria.
5. A representative from the GME Office will attend the resident rank meetings.

6. All programs are expected to fill their positions through ERAS (GPR excluded) unless when exempted by the DIO.

Effective: July 1, 1990
Reviewed: April 1, 2021