

MONMOUTH MEDICAL CENTER

POLICY #: [Facility Specific]

**Department of Medical
Education
Policy and Procedure**

TITLE: HOUSE STAFF APPLICATION AND SELECTION

EFFECTIVE DATE: _____ [Dated two weeks after final approval signature]

Approved By: _____ **Date:** _____
Executive Director

_____ **Date:** _____
Vice President for Medical Affairs

_____ **Date:** _____
Associate Vice President for Academic Affairs

ATTACHMENTS: None

PURPOSE:

To maintain the standards for processing applications and issuing contracts for House Staff Positions in keeping with the Accreditation Council for Graduate Medical Education (ACGME), New Jersey Board of Medical Examiners, New Jersey Board of Dentistry and/or ADA (American Dental Association), and the National Resident Matching program (NRMP).

POLICY:

The Department of Medical Education is responsible for setting policy relevant to application for residency training positions. All residency programs employ the standard national Electronic Residency Application Service (ERAS). Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.

Applicants with one of the following qualifications are eligible for appointment to Monmouth Medical Center residency programs:

- a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
- b) Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
- c) Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - 1. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates or
 - 2. Have a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction.

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- d) Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

Contracts are issued by the Department of Medical Education at the request of program directors. These contracts may be issued only after all the requirements of the application have been satisfied and within the budgetary parameters of the Department of Medical Education.

The appointment of fellows and other specialty residents or students must not dilute or detract from the educational opportunities of the regularly appointed specialty residents.

QUALIFICATIONS:

Program Directors, Chairpersons, Associate Vice President for Academic Affairs

PROCEDURE:

1. Programs will select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation, integrity, and potential for joining the medical staff upon graduation.
2. Residency applications are processed for completeness and interviews are granted to the applicants according to the differing personnel needs of each department. Candidates are selected according to National Resident Matching Program policies.
3. Contracts are issued by the Department of Medical Education to candidates matched to Monmouth Medical Center and under certain circumstances to other candidates meeting the ACGME requirements for training eligibility, the New Jersey Board of Medical Examiners Residency Registration and Permit requirements or New Jersey Board of Dentistry requirements and, if international, possessing both an ECFMG (Educational Commission for Foreign Medical Graduates) certificate and a valid J-1 or in selected cases, an H-1B visa.
4. To determine the appropriate level of education for a resident who is transferring from another residency program, the program director must receive written verification of the previous educational experiences and a statement regarding the performance evaluation of the transferring resident, including an assessment of the six general competencies, prior to acceptance into the program. A program director is required to provide verification of residency education for any residents who participate in their program.

DOCUMENTATION: Applications for all contracted residents will be kept on file.

INFECTION CONTROL: N/A

REFERENCES: Graduate Medical Education Directory; including programs accredited by the Accreditation Council for Graduate Medical Education; www.acgme.org

ORIGINAL DATE: 5/7/90

REVIEWED: 3 years

REVISED: [Date policy is approved after revisions, should be dated just prior to obtaining signatures.]