



Policy Number GME-8242-001
Date of Last Review Month Year: 9/2023
Date of Last Revision Month Year :9/2023
Policy Owner(s) Department GME

Institutional Requirement IV.B.1.
2022 Accreditation Council for Graduate
Medical Education (ACGME)

Graduate Medical Education: Recruitment, Selection, Eligibility and Appointment

I. Purpose

To establish and ensure fair and consistent consideration and decision-making for all applicants regarding recruitment, selection, eligibility, and appointment to Ochsner Clinic Foundation (OCF) Graduate Medical Education.

II. Scope

All OCF sponsored residency and fellowship programs.

III. Definitions:

- **Accreditation Council for Graduate Medical Education (ACGME)**
- **Resident:** Any trainee in an OCF sponsored residency or fellowship program
- **Fellow:** Any trainee in an OCF sponsored fellowship training program
- **Ochsner Clinic Foundation (OCF)**
- **Department of Graduate Medical Education (GME):** Responsible for the administration of all OCF sponsored residency and fellowship training programs
- **Designated Institutional Official (DIO):** Individual responsible for oversight of Graduate Medical Education programs
- **Graduate Medical Education Committee (GMEC):** Committee responsible for policy and oversight of Graduate Medical Education at OCF, chaired by the DIO
- **Education Commission for Foreign Medical Graduates: ECFMG**
- **United States Medical Licensing Examination: USMLE**

IV. Policy Statements

- I. Consistent with ACGME Institutional Requirements, Program Directors must comply with the criteria for resident and fellow recruitment, selection, eligibility, and appointment as defined in the Institutional Requirements, the Common Program Requirements, and the applicable Review Committee (RC) program requirements.

The program, in partnership with its Sponsoring Institution, must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce.

An applicant must meet one of the following qualifications to be eligible for appointment to an OCF ACGME-accredited program:



Policy Number GME-8242-001
Date of Last Review Month Year: 9/2023
Date of Last Revision Month Year :9/2023
Policy Owner(s) Department GME

Institutional Requirement IV.B.1.
2022 Accreditation Council for Graduate
Medical Education (ACGME)

Graduate Medical Education: Recruitment, Selection, Eligibility and Appointment

- a. Graduate from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME)
 - b. Graduate from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA)
 - c. Graduate from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
 - holds a currently valid certificate from the ECFMG prior to appointment.
 - holds a currently valid and acceptable medical license to practice medicine as issued by the Louisiana State Board of Medical Examiners (LSBME) in his/her current ACGME specialty-/subspecialty program.
 - d. Applicants to non-ACGME accredited programs will be selected according to qualifications established by the applicable accrediting body and/or the hosting clinical department.
 - e. Candidates who are non-United States citizens must possess accepted authorization for eligibility to train in any OCF ACGME-accredited training program. Non-US citizens must either have a Permanent Residency status, Employment Authorization Card (EAD), or be eligible for J1 clinical sponsorship by the ECFMG for a temporary nonimmigrant visa for participants in the Exchange Visitor Program.
- II. Selection:** OCF training programs will select eligible applicants based on their academic achievement and preparedness including, ability, aptitude, academic credentials, communication skills, motivation, and integrity. Personal qualities include, values, and attitudes commensurate with a career of service through evaluations, letters of recommendation, dean's letters, and personal interviews. In compliance with OCF policy and all federal and state laws and regulations, no person shall be subject to discrimination in this selection process based on gender, race, age, religion, color, national origin, disability, or any other application legally protected status.
- III. Eligibility:** Applicants must meet the following qualifications to be considered eligible for appointment to an ACGME-accredited training program at OCF.
- All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited programs must be completed in



Policy Number GME-8242-001
Date of Last Review Month Year: 9/2023
Date of Last Revision Month Year :9/2023
Policy Owner(s) Department GME

Institutional Requirement IV.B.1.
2022 Accreditation Council for Graduate
Medical Education (ACGME)

Graduate Medical Education: Recruitment, Selection, Eligibility and Appointment

ACGME-accredited programs, AOA-approved programs, Royal College of Physicians and Surgeons of Canada (RCPSC)- accredited or College of Family Physicians of Canada (CFPC)- accredited programs located in Canada, or in programs with ACGME International (ACGME-I) Advanced Specialty Accreditation.

- Programs must receive verification of each applicant's level of competency in the required clinical field using ACGME or CanMEDs, or ACGME-I Milestones evaluations from the prior training program upon matriculation.

Eligibility Exception: A Review Committee may grant the following exception to eligibility requirements as provided in **Section III. Eligibility**.

An ACGME-accredited program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements as listed in *Section III. Eligibility*, but who does meet **all** of the following additional qualifications and conditions set forth by the GMEC.

- Evaluation by the program director and program selection committee of the applicant's suitability to enter the program, based on prior training and review of applicant's summative evaluations of this training; and
- Review and approval of the applicant's exceptional qualifications by the GMEC including:
 - A minimum of 3 months US clinical experience with participation to have occurred within the last 3 years.
 - Successful completion of core residency training within the last 5 years.
 - First time board pass for USMLE Steps 1, 2 and 3 or equivalent examinations.
 - Minimum score of 220 or above required on USMLE Step 2 CK or equivalent examinations. Examinations are required to have been taken within the last five years of application.
 - Evidence of scholarly activity; poster, presentation or abstract
 - Verification of ECFMG certification.

Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee (CCC) within 12-weeks of matriculation.

Requests for eligibility exceptions must be submitted in writing and presented by the Program Director to the GMEC for review and approval prior to offering a position to



Policy Number GME-8242-001
Date of Last Review Month Year: 9/2023
Date of Last Revision Month Year :9/2023
Policy Owner(s) Department GME

Institutional Requirement IV.B.1.
2022 Accreditation Council for Graduate
Medical Education (ACGME)

Graduate Medical Education: Recruitment, Selection, Eligibility and Appointment

and/or ranking an applicant. Requests must include and address the criteria for exception as outlined in each program's specialty requirements.

IV. Process for application and consideration

- All candidates are required to submit application via the online application service utilized by each respective accredited training program such as the Electronic Residency Application Service (ERAS).
- All programs are required to participate in an organized matching program, such as the National Resident Matching Program (NRMP), where such is available, or through independent appointments approved by the GMEC. All programs are required to honor the commitment of identified matching systems policies and procedures.
- Candidates invited to interview for an OCF residency or fellowship position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's appointment(s). The summary of benefits should include financial support, vacation, medical, parental, caregiver, and other leaves of absence; professional liability, health, disability and other insurance benefits provided for the trainees and their families.

V. Agreement of Appointment/Contract

OCF provides all residents and fellows with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The GMEC monitors the implementation of these terms and conditions annually. OCF and Program Directors ensure residents and fellows adhere to established practices, policies, and procedures in all institutions to which trainees are assigned.

VI. Licensing Requirements:

All OCF sponsored program candidates must meet medical licensing requirements for their level training and status as defined by the Louisiana State Board of Medical Examiners prior to the beginning or continuance of training.



Policy Number GME-8242-001
Date of Last Review Month Year: 9/2023
Date of Last Revision Month Year :9/2023
Policy Owner(s) Department GME

Institutional Requirement IV.B.1.
2022 Accreditation Council for Graduate
Medical Education (ACGME)

Graduate Medical Education: Recruitment, Selection, Eligibility and Appointment

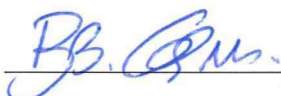
Approved



Leonardo Seoane, MD
Senior Vice President & Chief Academic Officer



Ronald G. Amedee, MD
Dean, Medical Education



Rajiv B. Gala, MD
Designated Institutional Official
Graduate Medical Education

Policy History

Date of Issue: 10/1994

Revisions:

1/1998, 5/2000, 12/2001, 8/2003, 12/2007, 2/2013, 9/2018, 7/2022, 9/2023