PURPOSE
This policy is designed to establish hospital-wide guidelines and standard practices by which all accredited and non-standard Graduate Medical Education Programs (“GME Programs”) of the Jackson Health System will recruit, select and appoint Residents and Fellows and to ensure that all applications are processed in a fair and non-discriminatory manner.

POLICY
The Chiefs of Service for each clinical service at the Jackson Health System have been designated, pursuant to the Public Health Bylaws of the Medical Staff, to recruit and recommend appointment of resident/fellows to the Chief Executive Officer. The Chiefs of Service must select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and interpersonal skills.

RESIDENT ELIGIBILITY AND SELECTION CRITERIA

Medical School:
Eligible applicants to the Jackson Health System GME Programs must be graduates of a medical school accredited by either the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA) or of an international medical school listed by the World Health Organization published World Directory of Medical Schools. International Medical Graduates must have a current, valid certificate from the Educational Commission on Foreign Medical Graduates (ECFMG) or have a full unrestricted license to practice medicine in an US licensing jurisdiction. Graduates of medical schools outside the United States who have completed a fifth Pathway program provided by an LCME-accredited medical school are also eligible.

Class standings, grades and Dean’s letters will be considered in the selection process.

Medical Science Examinations:
Applicants to first-year positions must have passed Steps 1 and 2 (Clinical Knowledge and Clinical Skills) of the United States Medical Licensing Examination (“USMLE”) or equivalent examinations. In special circumstances, applicants who have not passed Step 2 may be appointed to an accredited first-year position with the written provision that advancement to the second year will require passing Step 2.

Applicants to Fellowship positions must have passed Step 3 of the USMLE; exceptions will be made only for International Medical Graduates who are not yet eligible to take Step 3.

Medical Licensure:
Applicants must have a current and valid Florida Medical, Osteopathic, Podiatric or Dental License, or must be eligible to be registered, upon appointment, as an unlicensed resident physician or be eligible for a dental permit. All appointments are contingent upon the Resident/Fellow obtaining and maintaining a Florida resident registration, dental permit or medical license. Applicants with a Florida license must submit a copy of their license.
Prerequisite Training
Applicants to Fellowship Programs and to Advanced Residency Programs (beginning at the PGY2 or 3 level) must be in good standing in the required preliminary or prerequisite program. Appointment will be contingent upon satisfactory completion of the prerequisite training requirement as documented in writing by the director of the prerequisite program.

Visas
Foreign citizens who are Permanent Immigrants (Green Card holders), work permit holders or who are graduates of a US medical school are eligible for appointment on the same basis as US citizen graduates of US medical schools. Programs are not obligated, but may agree, to sponsor a successful applicant for a J-type (Exchange Visitor) or an H1B (employment) visa, and TN visa (dental programs).

Non-Discrimination
Programs will not discriminate with regard to, gender, race, age, religion, color, national origin, ancestry, disability, veteran status, marital status, familial status, pregnancy, or sexual orientation.

APPLICATION AND SELECTION PROCEDURES
National Matching Programs
Where available, programs must participate in a national matching program, according to the rules and procedures of the matching program.

Initial Application Screening and Final Screening
A standard Jackson Health System Graduate Medical Education Application Form, related recruitment and appointment letters, and supportive recruitment material will be available through the GME Office for use by individual GME programs.

Each program shall have a written policy describing which program staff or committee will participate in the applicant selection process, and what constitutes the program-specific criteria (such as medical knowledge, preparedness, abilities, aptitude, communication skills and personal qualities) for appointment.

Interviews
Programs are encouraged to conduct interviews with all potential appointees. Applicants invited to interview must be provided with a written description of the terms, conditions and benefits of a Resident or Fellow appointment.

Appointment Requirements
Successful applicants must be CPR, ACLS, ATLS, PALS, and/or NALS certified, as required by the applicant’s program, and must satisfactorily complete a reference check, background check, employee physical, alcohol/drug testing and any other pre-employment criteria as may be required by the Jackson Health System.

Effective: January 1, 2007