Subject
Policy on Recruitment, Eligibility, and Appointment of Residents and Clinical Fellows to ACGME and ABMS Accredited Programs

Keywords: ACGME compliance, clinical fellows, eligibility, recruitment, residents

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. RECRUITMENT AND SELECTION</td>
<td>1</td>
</tr>
<tr>
<td>II. ELIGIBILITY</td>
<td>1</td>
</tr>
<tr>
<td>III. APPOINTMENT</td>
<td>3</td>
</tr>
<tr>
<td>IV. LEAVE OF ABSENCE</td>
<td>3</td>
</tr>
<tr>
<td>V. EVALUATION, PROMOTION, AND NON–RENEWAL</td>
<td>3</td>
</tr>
<tr>
<td>VI. PROBATION, SUSPENSION AND TERMINATION</td>
<td>3</td>
</tr>
</tbody>
</table>

I. RECRUITMENT AND SELECTION

A. Application for appointment to an ACGME-accredited program may be accepted for any of the following:
   1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
   2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
   3. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
      a. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or
      b. Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are in training.
   4. Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

B. Appropriately selected international medical graduates from a medical school which is not on the Johns Hopkins University School of Medicine list of schools approved for reciprocity will be reviewed on a case by case basis.

C. Each program shall establish a system of recruitment and evaluation of applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

D. No program shall discriminate with regard to sex, race, age, religion, color, national origin, disability, sexual orientation or veteran status.

E. The Johns Hopkins School of Medicine and its ACGME-accredited programs shall participate in an organized matching program, such as the National Resident Matching Program, where available.

   1. Any residency program that participates in the NRMP’s Main Residency Match must register and attempt to fill all of its positions through the Main Residency. A “program” is defined by its ACGME number.
   2. This requirement does not apply to fellowship programs.

II. ELIGIBILITY

A. Residency Programs

   1. All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited programs located in Canada.
2. Residency programs must receive verification of each applicant’s level of competency in the required prerequisite training using ACGME or CanMEDS Milestones assessments from the program training program.

B. Fellowship Programs

1. All required clinical education for entry into ACGME- or ABMS-accredited fellowship programs must be completed in an ACGME-accredited residency program, or in an RCPSC-accredited or CFPC-accredited residency program located in Canada.

2. Fellowship programs must receive verification of each entering fellow’s level of competency in the required field of prior training using ACGME or CanMEDS Milestones assessments from the core residency program.

3. Exceptions** - An ACGME- or ABMS-accredited fellowship program may accept an exceptionally qualified applicant*** who does not meet the eligibility requirements listed in B1 and B2, but who does meet all of the following additional qualifications and conditions:
   a. Review and approval of the applicant’s exceptional qualifications by the Executive Committee of the Graduate Medical Education Committee (GMEC), which will be based upon the following:
      i. Assessment by the program director and fellowship selection committee of the applicant’s suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty;
      ii. Satisfactory completion of the United States Medical Licensing Examination (USMLE) Steps 1,2, and if the applicant is eligible, Step 3;
      iii. For an international graduate, verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification;
      iv. Applicants accepted by this exception must complete fellowship Milestones evaluation (for the purposes of establishment of baseline performance by the Clinical Competency Committee), conducted by the receiving fellowship program within six weeks of matriculation. This evaluation may be waived for an applicant who has completed an ACGME International-accredited residency based on the applicant’s Milestones evaluation conducted by the “sending program” at the conclusion of the residency program;
      v. If the trainee does not meet the expected level of Milestones competency following entry into the fellowship program, the trainee must undergo a period of remediation, overseen by the Clinical Competency Committee and monitored by the GMEC Executive Committee. This period of remediation must not count toward time in fellowship training.

**Exceptions to this eligibility requirement are permitted ONLY in the specialties and subspecialties permitted by the ACGME (see http://www.acgme.org/acgmeweb/Portals/0/PDFs/Eligibility-Exception-Decisions-bySpecialty.pdf).

***An exceptionally qualified applicant has (1) completed a non-ACGME-accredited residency in the core specialty, and (2) demonstrated clinical excellence, in comparison to peers, throughout training. Additional evidence of exceptional qualification is required, which may include one of the following: (a) participation in additional clinical or research training in the specialty or subspecialty; (b) demonstrated scholarship in the specialty or subspecialty; (c) demonstrated leadership during or after residency training; (d) completion of an ACGME-International-accredited residency program.
III. APPOINTMENT

A. Appointments are contingent on satisfactory results of a criminal background check and review and approval of your credentials by the Johns Hopkins University School of Medicine and the Johns Hopkins Hospital, the Johns Hopkins Bayview Medical Center, or the Kennedy Krieger Institute and shall be made for a period specified by the program, up to a maximum of 12 months; reappointment shall be made annually for multi-year programs. Reappointments are not guaranteed and are based upon the resident’s satisfactorily progressing in the program as determined by the Program Director and the program’s Clinical Competency Committee.

B. The offer of appointment shall be made by issuance of a Resident Agreement; the specific program, the PGY level if a multi-year program, the stipend level and the vacation allotment shall be specified as part of the agreement.

C. Acceptance of the appointment shall be indicated by return of a signed copy of the Resident Agreement to the program director. The signed document shall be maintained in departmental files.

D. No resident or fellow in an ACGME-accredited, ABMS accredited, or ACGME-equivalent program will be required to sign a non-competition guarantee or restrictive covenant.

IV. LEAVE OF ABSENCE

If a Resident/Clinical Fellow wishes to take a leave of absence for non-medical reasons, this must be negotiated with the Training Program Director and requires an interruption in appointment, without pay. Except in unusual circumstances, a leave of absence may not extend beyond the Resident’s/Clinical Fellow’s period of appointment. During the leave of absence, benefits may be purchased through the School of Medicine Registrar’s Office and are the responsibility of the Resident/Clinical Fellow. Reinstatement in the training program following non-medical leave of absence is dependent upon the availability of training positions. Where appropriate, Training Program Directors are encouraged to reinstate Residents/Clinical Fellows in good standing in the next available training position. However, position, salary and benefits cannot be guaranteed during a voluntary interruption in appointment. Adjustment in quota positions will be negotiated with the University and hospital administration through the Office of Graduate Medical Education.

V. EVALUATION, PROMOTION, AND NON–RENEWAL

For guidance on evaluating, promoting, or not renewing a resident or clinical, consult the Johns Hopkins School of Medicine “Policy on Evaluation, Promotion, and Non-Renewal of Residents/Clinical Fellows.”

VI. PROBATION, SUSPENSION AND TERMINATION

In situations which may lead to the imposition of probation, suspension or dismissal, the Johns Hopkins University School of Medicine “Policy on Probation, Suspension and Dismissal of Residents/Clinical Fellows” will be followed.