

Policy	
TITLE: Resident & Fellow Recruitment, Selection, Eligibility & Appointment	
ISSUING DEPARTMENT: Graduate Medical Education Committee Creighton University School of Medicine-Phoenix	ORIGINALLY ISSUED: 02/06/23
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PURPOSE

This policy defines the eligibility, recruitment, and selection requirements for applicants applying to the Graduate Medical Education (GME) programs at Creighton University School of Medicine-Phoenix (CUSOM-PHX) with a special focus on increasing diversity and inclusion.

DEFINITIONS

Applicant: An individual requesting to be accepted in a GME program.

Faculty: Defined as individuals with a formal assignment by the residency/fellowship program to teach and supervise HSP.

GME Program: A structured educational experience in GME designed to conform to the Program Requirements of a particular specialty/subspecialty, the satisfactory completion of which may result in eligibility for board certification.

House Staff Physician (HSP): Any resident or fellow in a CUSOM-PHX GME program.

National Resident Matching Program (NRMP) and Medical Specialties Matching Program

(MSMP): NRMP provides an orderly and fair mechanism for matching the preferences of applicants for residency positions with the preferences of residency program directors. The MSMP performs similar matching services for 16 subspecialty fellowships and four subspecialties.

POLICY

Creighton University School of Medicine-Phoenix has a deep-rooted mission for learning. We work to create and maintain an inclusive, welcoming environment by celebrating and increasing diversity.

Recruitment

- As part of the Creighton University ongoing commitment to diversity, equity, and inclusion, the GME programs sponsored by CUSOM-PHX are committed to implementing recruitment policies that improve the culture of academic medicine at CUSOM-PHX by expanding the representation of those underrepresented in medicine. As such, GME recruitment efforts aim to cultivate an academic environment where diversity, equity, and inclusion are the norm. We adhere to the belief that diversity, equity, and inclusion improve the educational experience of our trainees, our community, and the diverse patients we serve. Our approach is based on the firm belief that a more diverse faculty, staff, and HSP allows us to fulfill our educational mission to develop learners who serve with compassion and respect for all persons.
- There must be a holistic approach to the candidates that we recruit. This includes a flexible, highly individualized process by which balanced consideration is given to the candidate's experiences, attributes, and academic accomplishments. It may also include reducing the prioritization of standardized test scores or grading systems that have created a disproportionate underrepresentation of diverse HSP.
- Programs should strive to develop culturally responsive processes they use to seek diverse candidates such as attending residency fairs or other student-run organizations that focus on the needs and concerns of under-represented minorities.
- CUSOM-PHX GME and its programs strive to have an environment of support and inclusion.

Selection

- Each program selection committee must ensure that the program selects from among eligible applicants based on their preparedness, ability, academic credentials, communication skills, and personal qualities, such as motivation, integrity, life experiences, identification with the patient populations we serve, and professionalism. Programs must not discriminate based on race, color, religion, sex, marital or parental status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, active military or veteran status, and any other groups protected by federal, state, or local statutes.
- CUSOM-PHX programs participate in the National Resident Matching Program (NRMP), when available; and selection of house staff through the NRMP is mandatory when it exists. When programs are enrolled in the NRMP, they must follow all policies set by the NRMP. Any HSP who qualifies by NRMP policy to be taken outside of the match must receive prior approval from the Designated Institutional Official (DIO). It is the responsibility of the program director to seek this approval.
- Programs that participate in the NRMP Medicine Specialty Matching Program are not bound by the all-in policy of the NRMP, unless otherwise specified by the NRMP, and may offer positions outside of the Match. Those positions must be accepted prior to the quota deadline for the Match.
- All applicants will receive written communication of the employment contract and other important information before they submit their Rank Order List or other matching program.
- The program selection committee will rank the candidates for entrance into the NRMP, where appropriate, for selection based on holistic qualifications.

Eligibility

Applicants with one of the following qualifications are eligible for appointment to CUSOM-PHX training programs:

- Graduates of medical schools in the United States accredited by the Liaison Committee on Medical Education (LCME).
- Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA).
- Graduates of medical schools outside the United States who meet one of the following qualifications:
 - Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), prior to appointment, or,
 - Hold a full and unrestricted license to practice medicine in a United States licensing jurisdiction in their current ACGME specialty/subspecialty program.

Applicants accepted into a postgraduate training program (residency or fellowship) at the second year or beyond must have passed USMLE Steps 1 and 2, or its equivalent. For acceptance into a Review and Recognition Committee accredited fellowship, the HSP must have completed an ACGME (or equivalent) accredited residency in a specialty recognized by the American Board of Medical Specialties (or equivalent). Prior to entrance into the program, the applicant must provide appropriate documentation satisfying the University's requirements as stated above.

APPOINTMENT

HSP must be provided with a GME Program Agreement ("employment contract") outlining the terms and conditions of their appointment to their program.

SCOPE

The policy applies to all CUSOM-PHX House Staff Physicians (HSP) and their respective training programs, that are Accreditation Council for Graduate Medical Education (ACGME) accredited or meet the criteria in the Non-ACGME Accredited Program Policy.

ADMINISTRATION AND INTERPRETATIONS

The Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix is responsible for the administration of this policy and may interpret its provisions as needed.

AMENDMENTS OR TERMINATION OF POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern. The University reserves the right to modify, amend or terminate this policy at any time.

ACGME ACCREDITATION STANDARD REFERENCE

4.2. Resident/Fellow Appointments