

**HARTFORD HOSPITAL  
GRADUATE MEDICAL EDUCATION PROGRAMS**

**RESIDENT/FELLOW RECRUITMENT  
Eligibility and Selection of Residents/Fellows Policy**

**Hartford Hospital has written policies and procedures for resident/fellow recruitment and appointment, and monitors each of its ACGME and non-ACGME programs for compliance.**

**An Applicant must meet one of the following qualifications to be eligible for appointment to a Residency or Fellowship program at Hartford Hospital:**

1. Graduation from a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME), or,
2. Graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or,
3. Graduation from a medical school outside the United States or Canada, and meeting one of the following additional qualifications:
  - Holds a currently valid certificate from the Educational Commission for Foreign Medical
  - Graduates prior to appointment; or,
  - Holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty/subspecialty program; or, are eligible to work in the U.S. (have permanent resident status) or obtain a J1 visa, which is the only visa which Hartford Hospital sponsors.
  - Has graduated from a medical school outside the United States and has completed a Fifth Pathway\*\* program provided by an LCME-accredited medical school.

**\*\*Has completed an academic year of supervised clinical education provided by an LCME-accredited medical school having met the following conditions:**

- completion at an accredited college or university in the U.S., undergraduate premedical education of the equality acceptable for matriculation in an accredited U.S. medical school;
- having studied at a medical school outside the U.S. and Canada, but listed in the World Health Organization Director of Medical Schools;
- have completion of all formal requirements of the foreign medical school except internship and/or social service;
- having attained a score satisfactory to the sponsoring medical school on a screening examination, and
- having passed either the foreign Medical Graduate Examination in the Medical Sciences, Part I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).

**STEP III Policy (USMLE 3/COMPLEX 3):**

All residents must take USMLE3/COMPLEX 3 before the end of their PGY1 year. Successful completion of the USMLE 3/COMPLEX 3 is a requirement to be promoted or appointed the PGY3 or above training level.

As of 7/1/2014, if a resident enters a Hartford Hospital residency program as a PGY2 and has not taken and passed USMLE 3/COMPLEX 3, the resident must take the USMLE 3/COMPLEX 3 within the first six (6) months of the PGY2 year. Failure to meet the requirements outlined in this policy will result in a formal meeting with the program director and a designee from the Medical Education Office.

**Additional Eligibility Requirements: Effective: July 1, 2016**

**Residency Programs:**

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

A physician who has completed residency program that was not accredited by ACGME, RCPSC, or CFPC may enter an ACGME-accredited residency program in the same specialty at the PGY-1 level and, at the discretion of the program director at the ACGME-accredited program may be advanced to the PGY-2 level based on ACGME Milestones assessments at the ACGME-accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry.

A review committee may grant the exception to the eligibility requirements specified in Section III.A.2.b) for residency programs that require completion of a prerequisite residency program prior to admission. Review Committees will grant no other exceptions to these eligibility requirements for residency education.

**Fellowship Programs:**

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

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

Fellow Eligibility Exception: A Review Committee may grant the following exception to the fellowship eligibility requirements: An ACGME-accredited fellowship program may accept an exceptionally qualified applicant\*\*, who does not satisfy the eligibility requirements listed in III.A.2. AND iii.a.2.a), but who does meet all of the following additional qualifications and conditions:

- 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 in the core specialty and
- Review and approval of the applicant's exceptional qualifications by the GMEC or a subcommittee of the GEMC, and
- Satisfactory completion of the USMLE steps 1, 2 and if the applicant is eligible, 3 and;

- For an international graduate, verification ECFMG certification; and,
- Applicants accepted by this exception must complete fellowship Milestones evaluations (for the purposes of establishment of baseline performance by the CCC), conducted by the receiving fellowship program within six weeks for 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 at the conclusion of the residency program.

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

Each Review Committee will decide no later than December 31, 2013 whether the exception specified above will be permitted. If the Review Committee will not allow this exception, the program requirements will include the following statement: The review committee for \_\_\_\_\_ program does not allow exceptions to the Eligibility Requirements for Fellowship Programs in Section III.A.2

At Hartford Hospital, Programs select residents/fellows among eligible applicants on the basis of their preparedness, aptitude, academic credentials, communication skills and personal qualities. Hartford Hospital Programs do not discriminate with regard to gender, race, age, religion, color, national origin, disability, veteran status or any other applicable legally protected status.

Hartford Hospital Programs participate in organized matching programs where available, such as the National Resident Matching Program (NRMP).

Recruitment and appointment are monitored for compliance by the Medical Education Office in collaboration with the Designated Institutional Official.

Reviewed by the GME Policies Committee: 4/24/2014

Approved by GME Policies Committee: 5/15/2014

Updated: 12/16, 12/17

**Eligibility Exception Decisions by Specialty**  
Common Program Requirements Section III.A.

<b>Specialty/Subspecialty</b>	<b>Allow Eligibility Exceptions</b>
Allergy and Immunology*	Yes
Anesthesiology Subspecialties	Yes
Dermatology Subspecialties	Yes
Diagnostic Radiology Subspecialties	Yes
Emergency Medicine Subspecialties	Yes
Family Medicine Subspecialties	Yes
Internal Medicine Subspecialties	Yes
Medical Genetics Subspecialties	No
Neurological Surgery Subspecialties	No
Neurology Subspecialties	No
Nuclear Medicine*	Yes
Obstetrics and Gynecology Subspecialties	No
Ophthalmology Subspecialties	Yes
Orthopaedic Surgery Subspecialties	Yes
Otolaryngology Subspecialties	No
Pathology Subspecialties	Yes
Pediatrics Subspecialties	Yes
Physical Medicine and Rehabilitation Subspecialties	No
Plastic Surgery Subspecialties	No
Preventive Medicine Subspecialties	Yes
Psychiatry Subspecialties	No
Radiation Oncology Subspecialties	No
Surgery Subspecialties	No
Thoracic Surgery Subspecialties	No
Urology Subspecialties	No

\* The Review Committee does allow the exception to the eligibility requirements specified in Section III.A.2.b) for residency programs that require completion of a prerequisite residency program prior to admission.