



## OPERATING POLICY

**DEPARTMENT: GRADUATE MEDICAL EDUCATION**

**CATEGORY: GRADUATE MEDICAL EDUCATION**

**SUBJECT: ELIGIBILITY AND SELECTION OF  
RESIDENTS AND CLINICAL FELLOWS**

**CODE: GMEC-01**

**EFFECTIVE: 07/2023**

**REPLACES: 07/2020**

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This policy applies to all residents (physicians appointed to and functioning in Graduate Medical Education (GME) programs accredited by the Accreditation Council on Graduate Medical Education (ACGME) or dentists appointed to and functioning in graduate dental programs accredited by the Council on Dental Accreditation [CODA]) and clinical fellows [physicians and dentists appointed to and functioning in GME programs not accredited by the ACGME] in programs sponsored by Loma Linda University Health Education Consortium (Consortium) and to other residents and clinical fellows under the supervision of the Consortium Graduate Medical Education Committee.

- A. The Sponsoring Institution (Consortium) and GME Program Directors must assure that each resident admitted into their programs is qualified on the basis of previous education and experience to assume the responsibilities that he/she will be given as a resident and, if applicable, will be likely to achieve board certification at the end of training. This assurance must be based on an evaluation of the credentials of each applicant.
  - a. Medical education recognizes the criteria of knowledge, skills (including judgment), values and attitudes as separately important in the evaluation of students. The quality of each applicant for a resident position should be evaluated considering these separate criteria.
  - b. Another goal of Program Directors of the Consortium sponsored GME programs is to fulfill the mission of the Consortium to support the medical outreach of the Seventh-day Adventist Church. Residents teach and serve as role models for students of Loma Linda University as part of the Resident's own graduate medical education.
- B. The faculty and Program Directors of the Consortium sponsored residency programs are (obviously) most familiar with the relationship between undergraduate performance and success as a resident when the applicant is a recent graduate of Loma Linda University School of Medicine (LLUSM) or the Loma Linda University School of Dentistry (LLUSD).
  - a. Because of the accreditation process and standards shared by the Liaison Council on Medical Education (LCME) accredited medical schools, similar familiarity is recognized with the relationship between undergraduate performance and resident performance when the applicant is a graduate of a LCME accredited medical school. These two groups, first, recent graduates of LLUSM or LLUSD and second, recent graduates of other LCME accredited medical schools form the "reference group" against which Program Directors should try to infer the relative quality of all other applicants.
- C. For those individuals applying to enter a residency immediately after graduating from medical school, the most accurate information will be the academic record of the applicant while in medical school. A Medical Student Performance Evaluation (MSPE) letter provided by LCME

schools typically contains evaluations by multiple preceptors that address such areas as skills, values, attitudes, etc. as well as a summative evaluation by the dean.

- a. An MSPE that fails to provide information from multiple evaluators or that fails to offer some comparative assessment of the applicant to his/her classmates represents a departure from the reference standard and may result in the applicant not being acceptable.
  - b. Subjective evaluation tools such as the review of an applicant's CV or Personal Statement or evaluation of applicants by interview should be considered as supplementary tools.
- D. The Consortium will not illegally discriminate against individuals as set forth in the Loma Linda University Health Non-discrimination and Anti-harassment Policy (I-39).
- E. Appointments to programs will be based on the ability of the individual to perform the tasks required for that position. Discrimination based on disability will not be practiced. Programs will develop technical standards from physical and/or psychological skills necessary for their specialty.
- F. The Consortium seeks qualified individuals who have demonstrated commitment to the mission of the Consortium. This includes qualified applicants who have clear future commitments to participate in the medical outreach of the Seventh-day Adventist church. Such individuals shall be given preference in ranking or selecting residents.
- G. All residents and fellows at the Consortium must be able to support the mission of the Consortium "to continue the healing ministry of Jesus Christ, 'to make man whole' in a setting of advancing medical science and to provide a stimulating clinical and research environment for the education of physicians, nurses, and other health professionals."
- H. The Consortium will accept for consideration applications for residency or fellowship programs from qualified physicians who meet one of the following criteria, in order to best evaluate applicants by the criteria referred to in Paragraph 1 above:
- a. Graduates of Medical Schools accredited by the LCME;
  - b. Graduates of Dental Schools accredited by CODA;
  - c. Graduates of osteopathic schools accredited by the American Osteopathic Association (AOA);
  - d. ECFMG certified graduates of other medical schools.
- I. The Consortium will NOT accept for consideration the applications of individuals who have violated the rules of the National Resident Matching Program. Neither will it knowingly offer a position to individuals who have terminated a training agreement without a letter of release from the institution.

- J. Program specific policies must be adhered to in addition to the Consortium's Policies and Procedures.
- K. All applicants are required to provide all documentation listed below prior to the application being processed for consideration:
- a. Completed Consortium Graduate Medical Education Training Application, Electronic Residency Application Service (ERAS) application, sfMatch Central Application Service application, Postdoctoral Application Support Service (PASS) report including LLU Application for Admission (Dental programs only) with a signed statement indicating that the information in the application is true.
    - i. Current curriculum vitae that accounts for all time periods since graduation from medical or dental school;
    - ii. Photocopy of medical or dental school diploma (or evidence of anticipated graduation prior to appointment) from a medical or dental school acceptable to the State of California and translation if not in English;
    - iii. Official medical or dental school transcript(s), and translation if not in English;
    - iv. Evidence of having achieved a passing score on at least one of the following examination sequences:
      - USMLE STEP 1 and USMLE STEP 2 Clinical Skills and Medical Knowledge
      - COMLEX I and COMLEX II Cognitive Exam and Performance Evaluation
    - v. Recommendation letters from each of the following:
      - Dean's letter from the medical or dental school of graduation
      - Program Director for each prior training program – written or electronic verification of previous educational experiences and a summative competency-based performance evaluation must be provided.
      - Two reference letters from physicians currently acquainted with applicant
      - Letter of good standing from licensing board of any state where applicant has been licensed
      - A letter from the Medical Staff Office of any facility where staff privileges have been held
- L. **International Medical School Graduates** are required to submit the following additional documentation:
- a. ECFMG Standard Certificate with valid date
  - b. Scores for examinations used to qualify for the ECFMG Certificate.
- M. All applicants must possess a valid work permit prior to the date the rank order list is submitted to the matching program or prior to a position being offered. This includes:
- a. United States citizenship
  - b. Permanent residency
  - c. Eligibility for a J-1 visa sponsored by ECFMG
  - d. An existing H1-B visa for study of medicine from another US GME program

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- e. An F-1 visa held by a medical student studying medicine in the US who requires an H1-B to continue their education.
  
- N. For applicants who have served as a physician in the US Armed Forces, a letter from their most recent commanding officer will suffice for their entire military service.
  
- O. All applicants must have successfully completed the appropriate training prescribed for beginning their specific residency or fellowship program by the ACGME or CODA.
  
- P. Additional documentation may be required by the Graduate Medical Education Office (GMEO), the Graduate Medical Education Committee (GMEC), or the specific GME program prior to acting on a completed application.
  
- Q. All completed applications must be processed and approved by the Consortium's GMEC PRIOR to listing an applicant on a Rank Order List or granting an official offer of acceptance, which is issued by GMEO.
  
- R. Prior to starting a GME program at the Consortium an accepted individual must at minimum:
  - a. Complete the required application, provide all required documentation and satisfy all requirements for such training;
  - b. Present evidence that he/she is legally employable in the State of California;
  - c. Present evidence he/she is allowed to practice medicine as part of an accredited training program within the State of California.
  - d. Pass a Consortium pre-employment physical examination including a urine drug screen;
  - e. Pass a criminal background check and CMS Fraud list check;
  - f. Present evidence of an unexpired CPR certification, sponsored by the American Heart Association. Certifications include ACLS, BLS, and/or PALS (valid for pediatric specialties only).
  - g. Attend required Orientation activities;
  - h. Complete all required training, including, but not limited to Compliance, and HIPAA training, as instructed by the Graduate Medical Education Office.

**APPROVED:** Daniel Giang; Marilyn Houghton