

Policy Name: Recruitment, Eligibility, Selection and Appointment of Residents and Fellows	
Originating Officer (Title), Council, or Committee: Shelly Monks, Vice President and Chief Academic Officer, Designated Institutional Official	Effective Date: 02/18/2025
Approved By: General Medical Education Committee (GMEC)	Last Reviewed Date: 02/18/2025
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1.0 Scope:

1.1 Applicable Entities:

This policy applies to Texas Health Resources.

1.2 Applicable Departments:

This policy applies to the Texas Health Graduate Medical Education Program and its Trainees employed by Texas Health (“Institution”).

2.0 Purpose:

2.1 The intent of this policy is to provide standards that enable Texas Health to select, hire and promote Trainees (hereafter, all will be referred to as Applicants) into Texas Health sponsored (ACGME) accredited graduate medical education programs in keeping with applicable state, federal laws and updated ACGME requirements.

3.0 Policy Statements:

3.1 At Texas Health, we are committed to creating a workplace where diversity is celebrated, and inclusion exists at all levels. As such, Texas Health does not tolerate discrimination in any form or any behaviors that are incompatible with our core values – Respect, Integrity, Compassion, and Excellence and Our Texas Health Promise SM.

4.0 Policy Guidance:

4.1 ACGME-accredited Graduate Medical Education programs sponsored by Texas Health will participate in the National Resident Matching Program.

4.2 Applicants with one of the following qualifications are eligible for appointment to Texas Health residency and fellowship positions:

4.2.1 Graduates of medical schools in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME).

4.2.2 Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).

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- 4.2.3 Graduates of medical schools outside the United States or Canada who meet one of the following qualifications:
 - a. Have a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment
 - b. Have a full and unrestricted license to practice medicine in a United States licensing jurisdiction in their current ACGME specialty-/subspecialty program
- 4.3 Each Applicant under consideration must demonstrate the following requirements:
 - 4.3.1 Have Passed Steps 1 and 2 of USMLE or levels 1 and 2 of COMLEX-USA
 - 4.3.2 If a graduate of a medical school outside the United States or Canada, must have passed Steps 1 and 2 of USMLE plus the Clinical Skills Assessment examination (CSA) and hold a currently valid certificate from the ECFMG
 - 4.3.3 Provide copy of his or her diplomas
 - 4.3.4 Provide at least 3 letters of recommendation from physicians with whom the candidate has worked
 - 4.3.5 Appear in person or via video conference for a personal interview
- 4.4 An Applicant invited to interview for a Trainee position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the Texas Health ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the eventual appointment.
 - 4.4.1 Information that is provided must include: stipends, benefits, professional liability coverage, disability insurance, vacation, medical, parental, caregiver leaves of absence, and health insurance accessible to applicants and their eligible dependents.
- 4.5 Any final applicant must meet the Human Resources Department requirements for new employee.

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- 4.6 Failure to successfully complete post offer assessments and meet pre-employment requirements will prevent an Applicant from becoming employed by Texas Health. Pre-employment requirements, including but not limited to:
 - a. Drug testing
 - b. Background check
 - c. Physical assessment
 - d. Proof of immunizations

- 4.7 Texas Health recognizes Electronic Signature (E-Sign) as an acceptable means of signing pre-employment documents

- 4.8 Trainees are responsible for maintaining proof of authorization to work in the United States according to the Department of Homeland Security (DHS) Regulations, including but not limited to, all I-9 eligibility documents. If an eligible employee's authorization has expired, the employee will be placed on an unpaid suspension until which time the Trainee is eligible to work in the United States. If this period of suspension is longer than ninety (90) days, Texas Health program may terminate the Trainee's employment

5.0 Definitions:

- 5.1 DIO – Designated Institutional Officials

- 5.2 ACGME – Accreditation Council for Graduate Medical Education

- 5.3 Graduate Medical Education Committee (GMEC) – Responsible for policy and oversight Graduate Medical Education.

- 5.4 National Resident Matching Program - Provides an orderly and fair mechanism for matching the preferences of medical student applicants for U.S. residency positions with the preferences of residency program directors.

- 5.5 Trainee – Resident/Fellow in a sponsored Graduate Medical Education program.

6.0 Responsible Parties:

- 6.1 Graduate Medical Education Committee
 - 6.1.1 Implementation and oversight of the policy is the responsibility of the Program Director and the Graduate Medical Education Committee.

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7.0 External References:

[Current ACGME Policies and Procedures](#)

8.0 Related Documentation and/or Attachments:

- 8.1 [Texas Health Background Check policy](#)
- 8.2 [Texas Health Drugfree Workplace policy](#)
- 8.3 [Texas Health Employment Eligibility policy](#)

9.0 Required Statements:

Not Applicable