

<b>SUBJECT</b>	<b>NUMBER</b>
<b>TRAINEE SELECTION</b>	<b>GME-1</b> Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>KEY WORDS</b>	<b>EFFECTIVE DATE</b>
Application, Graduation, Selection	July 1, 1999
<b>CATEGORY</b>	<b>LAST REVIEW DATE</b>
Human Resources (HR)	January 2021
<b>MANUAL</b>	<b>NEXT REVIEW DATE</b>
Graduate Medical Education	January 2024
<b>ISSUED BY</b>	<b>ORIGINATION DATE</b>
Graduate Medical Education	July 1, 1999
<b>APPLICABLE</b>	<b>RETIRED DATE</b>
Applies to all HealthPartners Institute-sponsored post-graduate medical/dental training programs. The term "trainee" applies to residents and fellows.	Not Applicable
<b>REVIEW RESPONSIBILITY</b>	<b>CONTACT</b>
Graduate Medical Education Committee (GMEC)	Graduate Medical Education

## PURPOSE

To establish a policy for the selection of trainees.

## SCOPE

This policy applies to all HealthPartners Institute-sponsored post-graduate medical/dental training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME) and the Commission on Dental Accreditation (CODA).

All information contained in this policy shall be used as minimum criteria for selection. More detailed selection criteria shall be delineated by each clinical department in its respective Departmental Selection Policy.

## DEFINITION

Match - Refers to the formal process of matching trainees to training programs, administered by the National Residency Matching Program (NRMP) and the National Matching Services for dental training.

Trainee Transfers – Trainees who wish to transfer from an external training program into a HealthPartners Institute-sponsored program.

## RESPONSIBILITIES/REQUIREMENTS

- A. All applicants must meet one of the following qualifications:
  1. Pending graduation from a medical/dental school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME), American Osteopathic Association (AOA) the CPME, or CODA.
  2. Pending graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
    - a) holds a currently-valid certification from the Educational Commission for Foreign Medical Graduates prior to appointment; or,

- b) 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,
  - c) has graduated from a medical school outside the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school.
- B. The Program Director, or designee, will evaluate and select the candidates he/she believes to be the most qualified for the positions available within the training program.
- C. After an applicant is selected for an interview, all programs must do the following:
  - 1. The following documents must be collected for each candidate:
    - a) Completed Application
    - b) Original Dean's letter
    - c) Original (certified) Medical/Dental School Transcript
    - d) Verification of graduation from the Medical/Dental School and any prior post-graduate training, if applicable. (Appointments to PGY-1 positions may be made prior to graduation, however, it is the responsibility of each Program Director to verify graduation before the intern begins in the program and file documentation in the personnel file). Verification documentation must include a copy of the Medical School Diploma and any completion certificates from prior GME training, if applicable.
    - e) Two (2) letters of reference from faculty members familiar with the individual's performance. If the candidate has previously been in a post-graduate training program, one letter must be from the candidate's former Program Director.
  - 2. Candidates of medical/dental schools that are not accredited by LCME, CPME, CODA or AOA must have the following additional documentation:
    - a) Official certified translations of all documents listed above in English; and
    - b) Certification by the Educational Commission of Foreign Medical Graduates (ECFMG).
  - 3. All residency programs who participate in the National Residency Matching Program (NRMP) are expected to follow all rules and requirements set forth by that organization.
  - 4. All candidates invited for interviews must be given the following information in writing:
    - a) Salary and benefits information
    - b) Explanation of Professional Liability coverage for trainees.
    - c) Copy and/or link to Trainee Handbook/Institutional policies
    - d) Sample Residency Contract
  - 5. Upon selection (or after the Match) trainees are expected to complete all onboarding materials sent by the training program, the employer group and the Office of Health Professional Education. Failure to do so will result in a delay of the onboarding process and may delay the start of training.
  - 6. HealthPartners is an equal opportunity employer. Training programs will not discriminate with regard to race, religion, age, gender, ethnicity, disability, gender identity, sexual orientation or veteran status.

### **Trainee Transfers**

HealthPartners Institute has no formal transfer program. Transfers are accepted on a space available basis.

Trainees must complete a formal application process and be accepted by the receiving program to qualify for transfer. The receiving Program Director must obtain verification of previous educational experiences and a summative, competency-based performance evaluation of the transferring trainee, prior to accepting them.

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