

Title: Trainee Selection	Policy Number: GME-1
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PURPOSE: To establish a policy for the selection of trainees for 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 training Program in its respective Policy.

DEFINITIONS:

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: Refers to residents and fellows.

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

POLICY:

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
3. Programs who wish to accept exceptionally qualified trainees who do not meet the criteria outlined in this policy or in their common program requirements must seek approval from GMEC.

PROCEDURE:

The Program Director, or designee, will evaluate and select the candidates they believe to be the most qualified for the positions available within the training program.

- A. 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 GME positions may be made prior to graduation, however, it is the responsibility of each Program Director to verify graduation before the trainee 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 for ACGME-accredited programs must be given information on the following:
 - a) Stipends, benefits, professional liability coverage, and disability insurance accessible to trainees.
 - b) Institutional policies for vacation and leaves of absence, including medical, parental and caregiver leaves of absence. Health insurance accessible to trainees and their eligible dependents.
 - c) Sample Trainee Contract
 5. 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.

RELATED DOCUMENTS: Not Applicable

REFERENCE MATERIALS: Not Applicable

ADDITIONAL INFORMATION: Not Applicable

COMMITTEE/POLICY SPONSOR AND OWNER: Graduate Medical Education Committee