



OMEKO

Graduate Medical Education Policy

Approved by the GMEC (Graduate Medical Education Committee) August 26, 2025

Effective Date: July 1, 2022

Review Date: August 26, 2025

Next Review Date: August 2030

Policy Title: Trainee Recruitment and Selection/Qualifications of Applicants Policy

Policy Type: Sponsoring Institution/Sponsored Program Policy

Purpose: To describe the methods of Trainee recruitment and selection and qualifications of applicants for Trainees

This policy is intended to establish valid, fair, effective, and ethical criteria for the recruitment and selection for Sponsored Programs under OSU-CHS/OMEKO Institutional Sponsorship.

This policy provides for equitable procedures for resident selection and provides for appointment processes that meet criteria established by the ACGME (Accreditation Council for Graduate Medical Education). Recruitment and appointment of Trainees to Sponsored Programs are performed by the respective program director and faculty under the oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education and in accordance with ACGME requirements.

The AAMC (American Medical Colleges) Electronic Residency Application Service (ERAS) is used for PGY-1 residency applications. Fellowships, programs offering upper-level positions, and new programs approved too late for NRMP (National Resident Matching Program) may accept applications by alternate methods. These appointments must be approved by the DIO (Designated Institutional Official).

Programs selected from among eligible applicants based on residency program-related criteria such as preparedness, ability, aptitude, their ability to benefit from the program, academic credentials, completion of osteopathic recognition eligibility requirements, communication skills, and personal qualities such as motivation, intellectual and humanistic qualities, professionalism, and integrity. Programs must not discriminate regarding gender, race, age, religion, color, sexual orientation, gender identity, national origin, disability, veteran status, or any other applicable legally protected status.

The program will establish a mechanism to screen all applications to determine which meet eligibility and program criteria. The program director or designee reviews applications that meet eligibility criteria, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications as established by each program.

Each applicant who is invited for an interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support, vacation; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families in effect at the time of interview or that will be in effect at time of matriculation.

Programs offering positions at the PGY-1 level will participate in the National Resident Matching Program(NRMP) (unless the program is approved after usual recruitment season) and abide by its ethical and procedural rules. Positions unfilled in the match may be offered to qualified applicants by program directors, according to NRMP policies existing at the time.

The Program Director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of the rank order list or other offer of a residency position. Each Program Director must submit the rank order listing to the DIO prior to submission and at least seven (7) working days before the Rank Order List (ROL) deadline from the NRMP. Any transferring resident application must be reviewed and approved by the DIO. Before accepting a Trainee, who has completed residency and/or fellowship training at an outside training program, or who is transferring from another program, the program must obtain verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident from the previous Program Director.

Immediately following receipt of the results of the Match or the acceptance of an offer for residency training, the Program Director is responsible for notifying the Graduate Medical Education Office of all candidates accepted and providing a copy of each applicant's file for the Sponsoring Institution's permanent record. Each Trainee file must include the following:

- a) Copy of the completed "Application for Graduate Medical Education" from ERAS.
- b) Primary Source Verification of completion of COCA (Council on Osteopathic College Accreditation) or LCMS accredited medical school in the United States and copy of diploma.
- c) Documentation of any previous residency training (copy of certificate issued, letter of recommendation from program director)

Appointments are contingent on satisfactory results of a criminal background check, pre-employment drug testing and review and approval of credentials by the sponsoring institution and the GME (Graduate Medical Education) committee of the sponsored program and shall be made for a period specified by the program, up to a maximum of 12 months; reappointment shall be made annually for multi-year programs. Reappointments are not guaranteed and are based upon the Trainees' satisfactorily progressing in the program as determined by the Program Director and the program's Clinical Competency Committee.

The Program Director may not appoint more residents than approved by the respective Residency Review Committee.

Qualifications of Applicants

Program Directors must comply with the criteria for Trainee eligibility as defined in the Institutional Requirements [IR IV.A.] and as further specified by the Common Program Requirements [CPR III.A] and applicable specialty-specific program requirements. Applicants must meet one of the following qualifications to be eligible for appointment to an OSU-CHS/OMECO Sponsored Program:

1. Graduation from a college of osteopathic medicine in the United States accredited by the Council on Osteopathic College Accreditation (COCA); or,

2. Graduation from a medical school in the United States, accredited by the Liaison Committee on Medical Education (LCME); or,
3. Graduation from a medical school outside of the United States, and meeting one of the following additional qualifications:
 - a. Holding a currently valid certificate from the ECFMG prior to appointment; or,
 - b. Holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.
4. Pass a criminal background check
5. Provide documentation of all appropriate immunizations as defined by the sponsored program
6. Follow process to obtain an NPI number and report results to the sponsored program
7. Obtain ACLS/BLS and PALS training as determined by the sponsored program

Each training program may further specify more specific qualifications of applicants.

All PGY-1 applicants must meet the Sponsoring Institution osteopathic recognition (OR) eligibility criteria as specified for each program. Exceptions to the OR requirement for Sponsored Program must be submitted and approved by the DIO.

All prerequisite post-graduate clinical education required for initial entry or transfer into an OSU-CHS/OMECO program must meet the requirements as specified in ACGME CPR 3.3.

Licensing Board Requirement

All residents entering a sponsored training program must have successfully completed COMLEX Level I, II/USMLE Step I, II. Clinical Skills testing may be required in the future pending developments of this as a required component of successful graduation from a COCA/LCMS approved medical school. Each resident is required to provide a copy of the passage of Level I and II/Step I and II to the sponsored program. The sponsored program is required to provide this information to the GME Office.

Accepted or matched residents who did not pass Level I and II/Step I and II, may be released from their sponsored program at the discretion of the Program Director and DIO. Per NRMP policies, any program that releases a resident or fellow who matched through the NRMP will be required to obtain a waiver from the NRMP. The waiver must be granted before offering the position to another applicant.

For Trainees who are applying for advanced residency or fellowship positions, successful passage of Level III/Step III before beginning training at the sponsored program under the sponsoring institution. Accepted or matched residents who did not pass Level III/Step III, may be released from their sponsored program at the discretion of the Program Director and DIO. Per NRMP policies, any program that releases a resident or fellow who matched through the NRMP will be required to obtain a waiver from the NRMP. The waiver must be granted before offering the position to another applicant.

If there are discrepancies between Sponsored Program and Sponsoring Institution policies, in general the stricter of the two policies will apply; however, the Sponsoring Institution and the Sponsored Programs will work collaboratively to come to consensus in areas of debate.

References

ACGME Sponsoring Institution Requirements

3.2.g.6. The Sponsoring Institution, in partnership with each of its programs, must engage in practices that focus on ongoing, mission-driven, systematic recruitment and retention of a diverse and inclusive workforce of

residents/ fellows, faculty members, senior administrative staff members, and other relevant members of its GME community. (Core)

4.2. Resident/Fellow Appointments The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable), and must monitor each of its ACGME-accredited programs for compliance. (Core)