Policies and Procedures

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PURPOSE

Each residency and fellowship program must have written policies for Eligibility, Selection, Evaluation, Advancement and Termination which are specific to that program, incorporating the Institutional Policies, as follows:

SCOPE

The policy applies to all Creighton University residents, fellows and their respective training programs.

DEFINITIONS

- **Faculty:** Defined as individuals with a formal assignment by the residency program to teach resident/fellow physicians.

ELIGIBILITY

Each residency and fellowship program must have written policies for Eligibility, Selection, Evaluation, Advancement and Termination which are specific to that program, incorporating the Institutional Policies, as follows:

Applicants with one of the following qualifications are eligible for appointment to Creighton University School of Medicine postgraduate training programs.

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

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

c. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:

   i. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), prior to appointment, or,
ii. Have successfully completed one year or more of training in an ACGME accredited residency program, or

iii. Have a full and unrestricted license to practice medicine in an US licensing jurisdiction in which they are training.

iv. Have successfully completed a Fifth Pathway program provided by an LCME accredited medical school.

d. Acceptance of applicants into a postgraduate training program (residency or fellowship) at the:

i. second year residents must have passed USMLE Parts 1 and 2 or its equivalent

ii. Third year or beyond or any fellows must have passed USMLE Parts 1, 2, and 3 or its equivalent.*

iii. For acceptance into a RRC accredited fellowship, the house staff physician must have completed an ACGME (or equivalent) accredited residency in a specialty recognized by the American Board of Medical Specialties (ABMS) (or equivalent).

iv. Prior to entrance into the program, the applicant must provide appropriate documentation satisfying the University’s requirements as stated above.

POLICY

SELECTION:

a. Each program selection committee must ensure that the program selects from among eligible applicants on the basis of their preparedness, ability, academic credentials, communication skills, and personal qualities, such as motivation, integrity and professionalism. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.

b. Creighton University Graduate Medical Education programs participate in the National Resident Matching Program (NRMP) and Medicine Specialties Matching Program (MSMP), when available; and selection of house staff through the NRMP or MSMP is preferable, when possible. When programs are enrolled in the NRMP, before a house staff applicant is accepted outside of the match, the Program must receive prior approval from the Associate Dean for Graduate Medical Education. No senior US Medical School graduates can be accepted outside of the match.

c. The enrollment of ineligible house staff may be a cause for withdrawal of accreditation for a program.

d. All candidates for postgraduate training will submit a completed application, preferably
through the AAMC Electronic Resident Application System (ERAS), providing the appropriate documentation of training and other materials requested, and when possible have a personal interview with members of the program selection committee.

e. The program selection committee will rank the candidates for entrance into the NRMP, where appropriate, for selection based on qualifications.

**EVALUATION**

a. Programs are to adhere to the ACGME Common Program Requirements and Specialty “Common Program Requirements” and “Specialty Requirements” are located on the ACGME Website (acgme.org).

**ADVANCEMENT**

a. All house staff must successfully complete all service assignments (or make up any that are judged to be unsatisfactory) before being advanced to the next year of training or completing the program. Successful completion of in-training examinations also may be required for advancement.

b. Each year of training must include progressive clinical and educational responsibility and be successfully completed before advancement in the program. House staff that complete the required time for any year of training but are judged to be unsuccessful in fulfilling or completing the academic requirements of that year will be terminated from the program or, at the discretion of the program director or program advancement committee may be allowed to repeat the year once. If a house staff physician is required to repeat a year of training, Graduate Medical Education credit for only one year will be granted. (Point of clarification – an additional year of training is not provided by the University for individuals required to complete an additional year of postgraduate training due to failure to pass required examinations for purpose of licensing.)

c. House Staff Program Agreement/Contracts must be signed and submitted to the Graduate Medical Education Office before advancement to the next year of training.

d. A house staff physician who fails to pass the required step of the USMLE examination (or its equivalent) may not repeat the year or be advanced to the next year’s assignments.

**Examination Requirements.** (Excerpt from Graduate Medical Education Program Agreement (House Staff Contract). The following paragraphs represent the examination requirements the HSP must meet in order to advance in the Program:

A HSP must pass Step II of the USMLE or COMLEX Exams or their equivalent (as recognized by the State of Nebraska Regulations and Licensure Agency) (collectively the “First
Level Exams”) to advance to the Postgraduate II level. A HSP who fails to provide proof of passing the First Level Exams to the GME office by the end of the first year of postgraduate training will be dismissed from the program. There will be no right to grieve or to appeal this dismissal.

N.B. (this portion has been suspended for the academic year 2014-2015 due to a change in the structure and reporting by USMLE and results will not be back in time to determine advancement, this should be revisited in 2015-2016. This was approved at the January 2014 GMEC meeting). A HSP must pass Step III of the USMLE or COMLEX Exams or Part II of the Licentiate of the Medical Council of Canada Qualifying Exam (LMCC) or their equivalent (as recognized by the State of Nebraska Regulations and Licensure Agency) (collectively the “Second Level Exams”) to advance to the Postgraduate III level or beyond. The HSP must provide proof of passing or at a minimum taking the Second Level Exams during the first year of postgraduate training. A HSP who fails to provide proof of passing the Second Level Exams to the GME office by the end of the second year of postgraduate training will be dismissed from the program. There will be no right to grieve or to appeal this dismissal.

NON-PROMOTION AND NON-RENEWAL

The University will give written notice of intended non-promotion or non-renewal of the GME Program Agreement to the HSP four months (120 days) prior to the end of the term of the GME Program Agreement. If the primary reason(s) for the non-promotion and non-renewal occurs within the four months prior to the end of the GME Program Agreement, the Program must provide the HSP with as much written notice of the intent not to promote or renew as circumstances reasonably allow, prior to the end of the term of the GME Program Agreement. Such written notice shall set forth the reasons for the University's non-promotion or non-renewal decision and shall be either hand delivered to the HSP by the Program Director or if the HSP refuses to meet in person, communication will be through US Mail and E-mail.

Absent extenuating circumstances, it is preferable for a HSP to be placed under review or on probation before a decision is made not to promote or not to renew the GME Program Agreement (See the Corrective Action Policy).
The decision not to promote a HSP or not to renew a GME Program Agreement may be challenged under the GME grievance policy.

Recommendations in order to continuously improve quality of care and patient safety. Repeated deficiencies will result in a more detailed monitoring review, which could result in direct intervention by the GMEC.
REFERENCES

Applicant and Program to refer to Nebraska Department of Health and Human Services Regulation and Licensure Credentialing Division Regulations Governing the Practice of

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time.