



Stony Brook Medicine Graduate Medical Education

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Responsible Department/Division/Committee:

Graduate Medical Education Committee

Purpose:

Stony Brook Medicine has established an institutional policy regarding the selection and appointment of residents and fellows.

Policy:

The University Hospital Graduate Medical Education programs share common criteria and processes for the recruitment and selection of residency and fellowship training candidates. The application process meets all requirements of the Equal Employment Opportunity and the Americans with Disability Act, in insuring that all qualified applicants are afforded a review without discrimination based on sex, race, age, religion, color, national origin, disability or any other applicable legally protected status.

Minimum requirements for medical residency programs

General and minimum requirements for eligibility for consideration for a training program at University Hospital are:

1. Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME),
OR

2. Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA), OR
3. Graduation from a medical school outside of the United States or Canada AND meeting the following additional qualifications:
 - a. Graduates must comply with the New York State "12 week rule": the individual must not have completed more than 12 weeks of clinical clerkship outside the home country of the school, unless graduated from one of the schools exempted by New York State (refer to [IMG Eligibility for Residency](#)).
 - b. Additionally, these individuals must meet one of the following criteria:
 - *holds a current valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, OR*
 - *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*
 - *have graduated from a medical school outside the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school.*
4. Candidates must be a US citizen, permanent resident, have employment authorization identification (EAD), or have a J-1 visa sponsored by ECFMG. Stony Brook University Hospital does not sponsor H1B visas or other visas for GME training.
5. Fellowship applicants must have successfully completed an ACGME-accredited residency program and demonstrate successful completion of United States Medical Licensing Exam (USMLE) Step 3 by the second attempt or Comprehensive Osteopathic Medical Licensing Exam (COMLEX) Step 3 by the second attempt before entering the program.
6. Residency Appointment is contingent upon demonstrating successful completion of USMLE (Step 1, Step 2 CK and Step 2 CS on the 2nd attempt) or COMLEX (Level 1, Level 2 CE and Level 2 PE on the 2nd

attempt) examinations.

Minimum requirements for dental residency programs

General and minimum requirements for eligibility for consideration for a training program at University Hospital are:

1. Graduation from a United States or Canadian Dental School accredited by the Commission on Dental Accreditation (CODA) or Commission on Dental Accreditation of Canada (CDAC).
2. Candidates must have successfully passed the National Board Dental Examinations, Part 1 and Part II.
3. Candidates must be a US Citizen, permanent resident, have employment authorization identification (EAD), J1, or have a TN visa. Stony Brook University Hospital does not sponsor H1B visas or other visas for GME training.

The program director is responsible for verification of the applicants' credentials.

Applicants who do not meet the above criteria cannot be considered for any graduate medical educational programs at University Hospital, SUNY at Stony Brook.

Resident Selection

Stony Brook University Hospital Graduate Medical Education programs share common criteria and processes for the recruitment and selection of residency and fellowship training candidates. However, each program must review their program specific requirements and make additional requirements to this policy for their program accordingly. A program may not set requirements that are less stringent than these requirements. A selection committee must exist within each program and consist of, at a minimum, the program director, and a faculty member. Additional members are included at the discretion of the program director. This committee reviews all applicants and is responsible for selecting applicants for interview, participating in the interview process and the final choice of applicants to be ranked in the NRMP match (or offered contracts independent of the match when this option is allowed).

Applicants should be selected on the basis of residency program-related

criteria such as preparedness, ability, aptitude, academic credentials, communication skills and personal qualities such as motivation and integrity. Academic credentials include medical school grades and performance as reflected in documentation received directly from the school and United States Medical Licensing Examination (USMLE) scores. Prior graduate medical education training, where applicable, will also be considered. Formal educational and/or testing results submitted by the applicant may also be considered. Letters of reference from supervisors, educators and peers (as appropriate), which serve to provide additional information on personal characteristics and performance are required and evaluated as well.

The selection committee then invites selected candidates for an individual interview, which may be conducted in person (preferred) or rarely by telephone or videoconferencing if travel to this site presents a personal hardship to the applicant. The interview allows in person confirmation of information provided in the written application as well as an opportunity to assess communication skills.

Confidential evaluations by each applicant interviewer will be collected and reviewed by the selection committee, and become part of the application file. The committee, with input from the department, is responsible for the final ranking of candidates for the NRMP. Programs will only accept applications through ERAS, unless not applicable for that specialty. All current fourth year medical students from United States medical schools are required to apply through the NRMP process or other appropriate match processes. SBUH participates in the NRMP all-in policy and programs will only review applications through ERAS.

Only applicants meeting the above eligibility requirements, including the required additional documentation (letters of reference) and interview will be considered by the selection committee for positions remaining open in the program after the NRMP match, and will be offered positions by the program director if considered qualified. Programs are strongly encouraged to participate in the SOAP process.

All candidates who are interviewed shall be given a copy of the SBUH agreement of appointment and a copy of this policy. Programs will document that the candidate has received a copy of the agreement of

appointment by obtaining their signature at the time of receipt.

Transfers

Before accepting a resident who is transferring from another program, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

Residents are considered as transfer residents under several conditions including: moving from one program to another within the same or different sponsoring institution; when entering a PGY 2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school. The term 'transfer resident' and the responsibilities of the two program directors do not apply to any resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.

Purpose of the Process

The following components of the resident selection process have several general purposes:

First, a specific selection committee reviews all eligible applicants to insure that all eligible candidates' applications are given careful, fair, and consistent review.

Second, documentation of eligibility and successful performance at the medical school and on required licensure examinations is required to insure that applicants possess proper academic credentials and are sufficiently prepared to benefit from graduate medical education.

Third, letters of reference are required and reviewed to gain insight into the applicant's personal characteristics such as motivation, integrity, attitude, and ability to work with others, as viewed by a group of educators, mentors

or peers.

Fourth, recognizing the central role of communication in providing medical care, a personal interview is required to further evaluate the applicant's interpersonal skills, and ability to communicate both in an individual interview and in a group setting.

Appointment

The following procedure is required before any resident can be officially appointed as a resident:

Primary verification of all credentials is required. The Residency Program in conjunction with the Medical/House Staff office will conduct this verification. It is the responsibility of the resident to provide sufficient information to allow these verifications to be conducted.

At a minimum, Stony Brook University Hospital must be able to obtain primary source verification on the following:

1. Certification of graduation from any accredited medical school or ECFMG certified medical institution. This documentation must be submitted directly from the academic institution granting the degree or from ECFMG directly to the residency program.
2. Letters of recommendation.
3. Documentation accounting for any lapses between the end of medical school and the present. Large gaps of time exceeding 1 month that are not verifiable may disqualify candidates for consideration for a GME program.
4. Proper documentation of employment and/or work performed since graduation from medical school. The standard for proper documentation will be imposed by the GME program.
5. Passing a criminal background check.
6. Passing a drug screen in accordance with Stony Brook University Hospital policy for all new potential employees
7. Satisfactory performance in all 6 competencies as reflected in a summative evaluation from the program director for any resident/fellow completing training or transferring from preliminary

training or another institution.

Applicants who do not meet the above criteria cannot be considered for any graduate medical education programs at University Hospital, SUNY at Stony Brook.

In compliance with federal law, including the provisions of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, and the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Stony Brook University does not discriminate against individuals on the basis of their race, sex, religion, color, national or ethnic origin, age, disability, or military service, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. In addition, the University does not discriminate against individuals on the basis of their sexual orientation, gender identity, or gender expression consistent with the University's nondiscrimination policy.

Definitions:

None

References:

[IMG Eligibility for Residency](#)

Forms: (Ctrl-Click form name to view)

None

Policy Cross Reference: (Ctrl-Click policy name to view)

None