



Cherokee Nation Health Services Family Medicine Residency Program Resident Recruitment and Selection Policy and Qualifications of Applicants

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Purpose:

To describe the methods of resident recruitment and selection, and qualifications of applicants for residents.

Resident Recruitment and Selection

This policy is intended to establish valid, fair, effective, and ethical criteria for the recruitment and selection for the Cherokee Nation Family Medicine Residency Program.

This policy provides for equitable procedures for resident selection and provides for appointment processes that meet criteria established by the ACGME. Recruitment and appointment of residents to the Cherokee Nation Family Medicine Residency Program is performed by the program director and faculty under the oversight of the Graduate Medical Education Committee (GMEC) of the sponsoring institution, the Osteopathic Medical Education Consortium of Oklahoma (OMECCO), and in accordance with ACGME requirements.

The AAMC Electronic Residency Applications Service (ERAS) is used for PGY1 residency applications. Applicants seeking available upper-level positions may submit applications by alternative methods. These appointments must be approved by the Designated Institutional Official (DIO) of OMECCO.

The program will select 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. In addition to the program-related criteria, personal qualities such as motivation, intellectual and humanistic qualities, professionalism, and integrity will also be considered. The program will not discriminate with regard to age, race, ethnicity, color, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or any other legally protected status except as allowed by applicable law.

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 the 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. This includes information regarding financial support, vacation, sick leave, parental leave, and other leaves of absence. In addition, information regarding professional liability, hospitalization, health insurance, disability insurance, and other forms of insurance



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provided for the residents and their families in effect at the time of interview or that will be in effect at the time of matriculation will be provided to each applicant who is invited for an interview.

The program will participate in the National Resident Matching Program (NRMP) to offer PGY1 positions, and will abide by its ethical and procedural rules. Positions unfilled in the Match may be offered to qualified applicants by the program director, 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 deadline from the NRMP. Any transferring resident application must be reviewed and approved by the DIO. Before accepting a resident 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 Cherokee Nation Human Resources Department of all candidates accepted. The residency program will keep a copy of each accepted candidate's application on file for its permanent record. Each resident's file must include the following:

- 1) Copy of the completed "Application for Graduate Medical Education" from ERAS
- 2) Primary Source Verification of completion of COCA or LCMS accredited medical school in the United States and copy of diploma (once available)
- 3) Documentation of any previous residency training, including a letter of recommendation from the previous 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 Cherokee Nation Human Resources Department and Governing Board, and shall be made for a period specified by the program, up to a maximum of 12 months. Reappointments shall be made annually and are not guaranteed; these will be based upon the resident having satisfactory progression in the program as determined by the program director and the program's Clinical Competency Committee (CCC).

Qualifications of Applicants

The program director must comply with the criteria for resident eligibility as defined in the ACGME Institutional Requirements [IR IV.A.] and as further specified by the ACGME 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 the Cherokee Nation Family Medicine Residency Program:



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- 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 or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,
- 3) Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
 - a. Holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (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.

For applicants in categories 2 or 3 above (graduates of a non-COCA accredited medical school), the following requirements must be met:

- 1) At least 20 business days prior to the NRMP Match Rank Opening Date, the applicant must submit to the program coordinator the following materials:
 - a. A certificate of completion from Oklahoma State University College of Osteopathic Medicine's Osteopathic Recognition Requisite Knowledge Base Program
 - i. This course includes 60 hours of instruction in osteopathic manipulative medicine and covers OMM I, OMM II, OMM III, and OMM IV
 - ii. OMM education from outside institutions will not be accepted
 - b. Verification that the candidate completed the CORRE examination with a minimum passing score that is at or above the 10th percentile as defined by the National Board of Osteopathic Medical Examiners
 - c. Letter of recommendation from a D.O. with an active practice shall be included with the residency application (letter must indicate that the applicant understands osteopathic philosophy).

All PGY1 applicants must meet the OMECO Osteopathic Recognition (OR) eligibility for general criteria. Since all OMECO programs are required to achieve OR, all applicants must meet the OR eligibility requirements as specified by the OMECO Graduate Medical Education Committee. Exceptions to the OR requirements policy must be submitted to the DIO and approved by the OMECO Graduate Medical Education (GME) Committee.



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In addition to the above requirements, all applicants must complete the following prior to the July 1 start date:

- 1) Provide documentation of all appropriate immunizations as defined by Cherokee Nation Health Services
- 2) Follow the process to obtain a National Provider Identifier (NPI) number and report results to the program coordinator
- 3) Obtain ACLS/BLS/PALS certification

All prerequisite post-graduate clinical education required for initial entry or transfer into the Cherokee Nation Family Medicine Residency Program must meet the requirements as specified in ACGME Common Program Requirements [CPR III.A.2].

Licensing Board Requirement

All residents entering a sponsored training program must have successfully completed COMLEX Level I and II or USMLE Step I and 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 COMLEX Level I and II or USMLE Step I and II to the program coordinator. The program coordinator will provide this information to the OMECO GME office.

Accepted or matched residents who did not pass COMLEX Level I and II or USMLE Step I and II may be released by the Cherokee Nation Family Medicine Residency Program at the discretion of the program director and DIO. A waiver for release of the resident will be obtained by the residency program as per NRMP policy, and this position will not be offered to another applicant until the waiver is granted by the NRMP.

For residents who are applying for advanced residency placement, successful passage of COMLEX Level III or USMLE Step III is required before beginning training. Accepted or matched residents who did not pass COMLEX Level III or USMLE Step III may be released from the Cherokee Nation Family Medicine Residency Program at the discretion of the program director and DIO. A waiver for release of the resident will be obtained by the residency program as per NRMP policy, and this position will not be offered to another applicant until the waiver is granted by the NRMP.