Recruitment, Eligibility/Selection Criteria and Procedure for House Officer Appointment

Policy Number: GME - 025
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Description:
House Officer recruitment, selection, and appointment must follow applicable UCSD, ACGME, and California State regulations.

Purpose:
This policy establishes criteria and processes for House Officer recruitment, selection, and appointment.

Scope:
Applicants to UCSD accredited GME Training Programs

Definitions:
HOPPD: House Officer Policy and Procedure Document
ACGME: Accreditation Council for Graduate Medical Education

POLICY:
Recruitment, selection and appointment of residents and fellows are performed by the Program Directors with oversight by the Institution's GMEC and in accordance with ACGME and California Medical Board requirements.

Recruitment should follow a standardized process in which applicants are assessed against predetermined, residency program specific criteria. These criteria normally include at a minimum; performance in preclinical and clinical rotations in medical school, the Medical School Performance Evaluation letter (MSPE), USMLE score or equivalent, letters of recommendation,
applicant scholarly activity, interviews, etc. Program directors will adhere to all applicable non-discrimination policies, as well as eligibility and selection criteria as outlined below.

**Eligibility Criteria**

Applicants for appointment to the graduate medical education training programs sponsored by UCSD must meet the following criteria:

- Graduate of a medical school located in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or
- Graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or
- Graduate of an international medical school located outside of the United States and Canada who meets the following qualifications:
  - Holds a current, valid certificate issued by the Educational Commission for Foreign Medical Graduates; and
  - Holds a full and unrestricted license in the State of California to practice medicine or has received written notification from the Medical Board of California of approval to commence training in an accredited program in this State; or
- Graduate of a medical school located outside of the United States who has completed a Fifth Pathway program provided by an LCME-accredited medical school, and who provides evidence of compliance with the licensure laws of the State of California or holds a full and unrestricted license from the State of California.

- All applicants hired by UCSD will be required to provide and undergo the following procedures:
  - Provide proof of United States citizenship or eligibility/authorization to work in the United States;
  - Complete a full verification and criminal background screen.

**Selection**
Each program is responsible for the selection of their house staff, and will have a selection committee that will review the credentials of all applicants. Programs that participate in the National Resident Matching Program or any sub-specialty Match must accept their first tier residents through their Match.

Programs should select from among eligible applicants on the basis of their preparedness and ability to benefit from the program in which they are appointed. Aptitude, academic credentials, Professional conduct and integrity, personal characteristics and ability to communicate should be considered in the selection.

**Non Discrimination**

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Service Employment and Reemployment Rights Act of 1994).

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity to minorities and women, for persons with disabilities, and for covered veterans.

**Initial Appointment**

Each House Officer is appointed to a Resident Physician title with a duration period of not more than one (1) year. Titles for House Officer appointments are Resident Physician I through IX and Chief Resident Physician. *For interns (PGY 1) the academic year begins June 23 and their appointments will commence on this date. For PGY2 residents and above, the academic year begins on July 1 and appointments commence the day prior on June 30 to coincide with hospital orientation. Any exceptions to these starts dates will require prior approval from the Associate Dean for GME.*
Appointments to the Resident Physician Series are made by the Associate Dean for Graduate Medical Education upon nomination by the Program Director based on the number of years of training accepted by the board in the particular specialty or subspecialty. House Officers must be graduates in medicine or osteopathic medicine or hold an equivalent degree, and must be licensed to practice medicine in the State of California by the end of their first 24 months of postdoctoral training, or as otherwise prescribed by law. Individual appointments are made on an annual basis.

Typically, a first-year resident enters at level one and progresses a step on each anniversary of appointment until the conclusion of the training program. Credit for previous training (i.e., advanced standing) is a matter for discussion between the House Officer, the Program Director and the Specialty Board. A stipend for service as Chief Resident is afforded in addition to the salary when so indicated by the Program Director.

Reappointment/Promotion

Reappointment to a Resident Physician position for subsequent year is not automatic and is subject to annual review and contingent upon mutual agreement, funding availability, and satisfactory performance. Reappointment shall be recommended by the Training Program Director and approved by the Associate Dean of Graduate Medical Education.

Reappointment to a subsequent year shall be for one-year term.

Chief Residents

Appointments are made for not more than one year by the Associate Dean for Graduate Medical Education after nomination by the Program Director. Chief residents must be graduates in medicine, osteopathic medicine or hold an equivalent degree with service of one or more years in the graduate medical education program in an approved hospital or equivalent training, and must hold a medical license in the State of California. This does not apply to Chiefs in Internal Medicine or Pediatrics.

Salary - Rates

The basic salary scales for House Officers are established by the University Office of the President. At UCSD Medical Center salaries for represented Housestaff are collectively bargained by UCSD and the San Diego Housestaff Association.
References:
HOPPD

Attachments:
NA

Approval Dates:
GMEC July 1, 2001; updated March 2011

Contact Information:
Office of Graduate Medical Education; http://meded.ucsd.edu/gme/