Title:	Policy No:
Selection and Credentialing of House Officers	9205
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MedStar Georgetown University Hospital

I.   **Purpose**
To establish a policy for all post-graduate training in Anesthesia at MedStar Georgetown University Hospital to use in the selection of house officers. To further establish a procedure for the credentialing of house staff.

II.   **Scope**
This policy is adapted from the overall MedStar Georgetown University Hospital policy that applies to all ACGME-accredited training at MGUH. All information contained in this policy shall be used as minimum criteria for selection.

III.   **Definitions**

House Staff or House Officer – refers to all interns, residents, and fellows enrolled in the MedStar Georgetown University Hospital's post-graduate training program.

Match – refers to the formal process of matching residents to hospitals, administered by the National Residency Matching Program (NRMP).

IV.   **Responsibilities/Requirements**
A.   All applicants for a house staff position will be (pending) graduates of:

1.   An LCME (liaison Committee on Medical Education) accredited medical school; or
2.   An AOA (American Osteopathic Association) accredited medical school; or
3.   A medical school listed in the World Health Organization Directory of Medical Schools; or
4.   Completion of Fifth Pathway program provided by an LCME-accredited medical school.

B.   The preferred method for all applications for House Staff positions is the Electronic Residency Application Service (ERAS); Application may be made using the Universal Application for Residency Training, but they will not receive preference over electronic submission.
C.   The program director will evaluate and select the candidates he/she believes to be the most qualified for the positions available within the training program.

D. **PROCEDURE.** Once an applicant is selected for an interview, the following procedure will be employed:

1. The following credentials will be collected for each candidate:

   a) Application and Personal statement, completed and signed.
   b) Original Dean's letter
   c) Original (certified) Medical School Transcript
   d) Verification of graduation from the Medical school.
   e) Two (2) letters of reference from attending physicians familiar with the individual's performance. If the candidate has previously been in a post-graduate training program, one letter will be from the candidate's former Program Director.

2. Candidates of medical schools that are not accredited by the LCME or the AOA will have the following additional documentation:

   a) Official certified translations of all documents listed above in English; and
   b) Certification by the Educational Commission of Foreign Medical Graduates (ECFMG).

3. All candidates will interview with the Program Director or the Director of Resident Education and one or more members of the Department. Telephone interviews are never used.

4. The Department of Anesthesia participates in the National Residency Matching Program (NRMP) and follows all rules and requirements set forth by that organization.

5. All candidates will be evaluated based on the following minimum criteria:

   a) Preparedness
   b) Ability
   c) Aptitude
   d) Academic credentials
   e) Communication skills
   f) Personal qualities, such as motivation and integrity

6. All candidates invited for interviews will be given the following information in written format:

   a) Salary
   b) Explanation of Professional Liability Coverage for house officers.
   c) Any conditions of employment

7. Upon selection (or after the Match), contracts shall be prepared by the Office of Graduate Medical Education, and signed by the Vice President for Medical Affairs (Medical Director)

8.   MedStar Georgetown University Hospital is an equal opportunity employer. Training programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.

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Russell T. Wall, MD
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