

# The Ohio State University Medical Center

---

## GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE

---

**Policy:** **ELIGIBILITY REQUIREMENTS FOR APPOINTMENT INTO RESIDENCY AND FELLOWSHIP PROGRAMS**

**Effective:** **9/24/03**

**Revised:** **7/27/05, 9/24/03**

**Procedure:**

To ensure that housestaff interviewing for residency and fellowship programs are provided in advance all eligibility requirements for appointment into residency and fellowship programs. This is to ensure that full disclosure of information regarding institutional requirements is available to all interviewees prior to participation in the NRMP Main Residency and Specialty Matches.

**Guidelines:**

1. Residents and fellows within graduate medical education training programs must sign the Limited Staff Agreement prior to beginning their resident or fellowship program. This agreement is uniform for all housestaff and is modified and approved annually by the Graduate Medical Education Committee with input from the Resident Advisory Committee. This agreement is updated each spring based on changes in university benefits, medical staff rules/regulations, and ACGME or other accreditation/regulatory requirements.
2. Applicants eligible for appointment must meet the following qualifications to maintain compliance with the Institutional Requirements published by the ACGME.
  - a. Graduates of medical schools in the United States of America and Canada accredited by the Liaison Committee on Medical Education (LCME).
  - b. Graduates of colleges of osteopathic medicine in the United States of America accredited by the American Osteopathic Association (AOA).
  - c. Graduates of medical schools outside of the United States of America and Canada who have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), or have a full and unrestricted license to practice medicine in the Ohio.
  - d. Graduates of medical schools outside the United States of America who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

- e. For entrance into ACGME-accredited subspecialty programs, completion of an ACGME-accredited core residency program in the field or equivalent is required.
3. Applicants must be eligible for either a training certificate or a permanent medical license as granted by the state medical board of Ohio. Prior to appointment into the program, applicants must have either:
  - a. an acknowledgment letter of receipt of training certificate application
  - b. a newly issued or renewed training certificate
  - c. proof of receipt of application for permanent Ohio medical license, or
  - d. permanent Ohio medical license.
4. Applicants who are non-US citizens must meet one of the following:
  - a. Permanent Resident Status: Applicants must have permanent resident status with a work authorization prior to being appointed to a position in a residency or fellowship training program.
  - b. J-1 Visa: Applicants to a residency or fellowship program must meet eligibility requirements for a J-1 Visa through the ECFMG Exchange Visitor Sponsorship Program. Application for the J-1 visa will be completed either after the match or after a position is offered to the applicant. Eligibility requirements can be found at [www.ECFMG.org](http://www.ECFMG.org). A DS-2019 from the ECFMG must be received by the GME Office prior to beginning the program.
  - c. H-1B Visa: Applicants may be eligible for an H-1B Visa if they are either:
    - i. A medical student at an LCME/AOA accredited US medical school on an F-1 student visa or;
    - ii. A trainee in a GME training program at another institution on an H-1B Visa.
    - iii. Approval to accept a trainee on an H-1B Visa must be received from the GME office prior to a rank list being submitted or a letter of offer being given to an applicant.
    - iv. The program will be responsible for any application fees for an H-1B Visa.
  - d. The institution and training programs agree to assist the resident as necessary with completion of immigration paperwork but the ultimate responsibility for its completion remains with the resident.
5. Applicants must apply for and receive limited staff privileges at OSU Hospital as defined in the OSUH Medical Staff Bylaws and Rules and Regulations. The application will be forwarded to OSU East and the James Cancer Hospital for acceptance/approval.
  - a. Prior to beginning the program the individual must have been granted either:
    - i. Limited Staff Privileges
    - ii. Temporary Limited Staff Privileges