

GRADUATE MEDICAL EDUCATION
POLICIES FOR HOUSE STAFF

ELIGIBILITY AND SELECTION PROCESS

A. Eligibility and Selection of Residents - All training programs at the hospital must participate in the National Residency Matching Program (NRMP), or by rigorous recruitment and review for those programs not represented by the NRMP; any exception to this policy must receive prior approval by the GMEC. Any applicant applying to fill a vacant position "outside" of the NRMP is screened prior to selection by the Graduate Medical Education administration. Program Directors are required to directly communicate with any former program director for appropriate recommendation(s). Written verification of this communication is required prior to verbal or written acceptance

B. Long Beach Memorial Medical Center (LBMMC) assures that all enrolled residents are eligible as defined below.

1. Resident eligibility:

Applicants with one of the following qualifications are eligible for appointment to LBMMC ACGME-accredited programs:

- a. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
- b. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
- c. Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 1. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment or
 2. Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are in training.
- d. Graduates of medical schools outside the United States who have completed a Fifth Pathway* program provided by an LCME-accredited medical school.

2. Resident selection:

- a. LBMMC ensures that its ACGME-accredited programs select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. LBMMC will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.
- b. In selecting from among qualified applicants, LBMMC participates in an organized matching program, such as the National Resident Matching Program (NRMP).

The hospital complies with all ACGME requirements related to resident support, and benefits and conditions of employment. All applicants are given access to LBMMC Electronic Resources along with a copy of Housestaff Policies, Due Process, and the “appointment letter” which references all terms and condition of employment including salary, health insurance, vision insurance, dental, long term disability, life insurance and professional liability insurance. All premiums are paid for by the hospital for all residents and their eligible dependents including domestic partners. The appointment letter also references California licensing requirements, USMLE requirements, graduation requirements, and policies related to:

1. Working Conditions and Working Hours
2. Moonlighting
3. Responsibilities of housestaff
4. Appointment and reappointment
5. Compensation and benefits
6. Other benefits
7. Leaves of absence
8. Other conditions of employment
9. Grievance Procedures (due process)
10. Harassment
11. Physician Wellness Program
12. Counseling and support services
13. Physician Impairment Program

Additionally, the policies and procedures and due process are available on the hospital website which also includes all terms and conditions of employment.

All applications are extensively reviewed by faculty and staff to ensure that the best-qualified applicants are selected for interviews. Faculty and residents assess their communication skills, motivation and integrity; all applicants are interviewed. At the time of the interview, all applicants are advised, in writing, that background checks will be conducted on all residents prior to final appointment.

Non-Discrimination

No person seeking an appointment as a resident in an ACGME approved training program shall be discriminated against because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition as defined by the California Fair Employment and Housing Act, status as a Vietnam-era veteran or disabled veteran, or within the limits imposed by law or Hospital regulations, because of age or citizenship.

Terms and Conditions of Employment

In accordance with “*Long Beach Memorial Medical Center Policies for Residents*” all trainee appointments are for a period of one academic year and must be renewed annually. In addition to the monthly stipend, the hospital provides a comprehensive benefits program including life insurance, and professional liability insurance for all residents. Hospital and health insurance will cover you and your eligible dependents, including mental health, dental and vision care beginning the first day of employment.

Restrictive Covenants

In accordance with policy, no hospital residency or fellowship program director will require their trainees to sign a letter of restrictive covenants.

Resident Eligibility Documentation - Appointment to a hospital training program is contingent upon verification of the following **original** documentation:

1. Current dean's letter (within the past 12 months).
2. Three (3) current letters of recommendation (within the past 12 months).
3. Proof of passing USMLE Steps 1 & 2, all appointees (**prior to start date of training, the GME office must have USMLE Step 1 & Step 2, including CSE scores on file in the GME Office**).
4. Proof of passing USMLE Step 3 as required.
5. Proof of medical school graduation (**Original Diploma Required**).
 - a. Applicants must be a graduate of an LCME accredited medical school; of an AOA accredited Osteopathic medical school; or be a graduate from a medical school outside the US and possess a valid ECFMG certificate or 5th Pathway certification.
6. Previous ACGME training Certificate(S).
7. Proof of license status:
 - a. If applicable, copy of valid California medical license, original to be verified by staff prior to starting your residency at LBMMC).
 - b. In accordance with the California Medical Practice Act, Chapter 2065, all trainees who have completed 24 months of postgraduate training, in any medical specialty, in any state, regardless of whether or not academic credit was awarded, must be licensed.
 - c. Graduates of U.S. medical schools, who have 12 months of previous postgraduate training in any ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, has 12 months to be licensed in California.
 - d. International Medical Graduates must have 24 months of postgraduate training in an ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, to be eligible for licensure in California.
 - e. International Medical Graduates, who have 24 months of previous postgraduate training in any ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, has 12 months to be licensed in California.
8. Proof of current ACLS, PALS, ATLS or BLS Card.
9. Proof of current ECFMG Certificate
 - a. International Medical Graduates must have a current ECFMG Certificate and must have a J-1 Visa or provide proof of permanent residence status.
10. Verification of employee health screening.
11. Verification of attendance at orientation.
12. Verification of background check.

DEFINITIONS

- A. **The hospital** - a public not-for-profit corporation officially known as Long Beach Memorial Medical Center/Miller Children's Hospital.
- B. **Post-MD I-VI**- official hospital payroll title for an individual formally engaged in an ACGME accredited graduate training program leading to eligibility for certification in one of the clinical specialties. Such individuals may be referred to as interns, residents, or clinical fellows.
- C. **Chief Post-MD Officer of (e.g., Internal Medicine and Pediatrics)** - official hospital academic payroll title for a house officer specifically appointed to carry out designated administrative and other responsibilities in addition to the assigned graduate training program.

GRADUATE MEDICAL EDUCATION
POLICIES FOR HOUSE STAFF

GME ELIGIBILITY AND SELECTION POLICY

Resident Eligibility and Selection Requirements - All training programs at the hospital must participate in the National Residency Matching Program (NRMP), or by rigorous recruitment and review for those programs not represented by the NRMP; any exception to this policy must receive prior approval by the GMEC. Any applicant applying to fill a vacant position “outside” of the NRMP is screened prior to selection by the Graduate Medical Education administration. Program Directors are required to directly communicate with any former program director for appropriate recommendation(s). Written verification of this communication is required prior to verbal or written acceptance

All applicants must present at the time of interview, original application documents including application, Dean's letter, letters of recommendation, transcripts, photographs, CPR, ACLS or PALS certification and if required by State or federal law, ECFMG certificates, VISA, medical license, and DEA card. All residents must be:

- a) graduated from Liaison Committee on Medical Education (LCME) accredited medical schools in the United States or Canada;
- b) graduated from colleges of osteopathic medicine in the United States and accredited by the American Osteopathic Association (AOA);
- c) graduated from a medical school outside the United States or Canada and possess a valid ECFMG certificate;
- d) graduated from a medical school outside the United States or Canada who have completed a Fifth Pathway training program in an LCME accredited medical school.

The hospital complies with all ACGME requirements related to resident support, and benefits and conditions of employment. All applicants are given access to LBMMC Electronic Resources along with a copy of Housestaff Policies, Due Process, and the “appointment letter” which references all terms and condition of employment including salary, health insurance, vision insurance, dental, long term disability, life insurance and professional liability insurance. All premiums are paid for by the hospital for all residents and their eligible dependents including domestic partners. The appointment letter also references California licensing requirements, USMLE requirements, graduation requirements, and policies related to:

1. Working Conditions and Working Hours
2. Moonlighting
3. Responsibilities of housestaff
4. Appointment and reappointment
5. Compensation and benefits
6. Other benefits
7. Leaves of absence
8. Other conditions of employment
9. Grievance Procedures (due process)
10. Harassment
11. Physician Wellness Program
12. Counseling and support services
13. Physician Impairment Program

Additionally, the policies and procedures and due process are available on the hospital website which also includes all terms and conditions of employment.

All applications are extensively reviewed by faculty and staff to ensure that the best-qualified applicants are selected for interviews. Faculty and residents assess their communication skills, motivation and integrity; all applicants are interviewed. At the time of the interview, all applicants are advised, in writing, that background checks will be conducted on all residents prior to final appointment.

Non-Discrimination

No person seeking an appointment as a resident in an ACGME approved training program shall be discriminated against because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition as defined by the California Fair Employment and Housing Act, status as a Vietnam-era veteran or disabled veteran, or within the limits imposed by law or Hospital regulations, because of age or citizenship.

Terms and Conditions of Employment

In accordance with “*Long Beach Memorial Medical Center Policies for Residents*” all trainee appointments are for a period of one academic year and must be renewed annually. In addition to the monthly stipend, the hospital provides a comprehensive benefits program including \$50,000 life insurance, \$50,000 accidental death insurance, long-term disability insurance and professional liability insurance for all residents. Hospital and health insurance will cover you and your eligible dependents, including mental health, dental and vision care beginning the thirty-first day of employment.

Restrictive Covenants

In accordance with policy, no hospital residency or fellowship program director will require their trainees to sign a letter of restrictive covenants.

Resident Eligibility - Appointment to a hospital training program is contingent upon verification of the following **original** documentation:

1. Current dean’s letter (within the past 12 months).
2. Three (3) current letters of recommendation (within the past 12 months).
3. Proof of passing USMLE Steps 1 & 2, all appointees (**prior to start date of training, the GME office must have USMLE Step 1 & Step 2, including CSE scores on file in the GME Office**).
4. Proof of passing USMLE Step 3 as required.
5. Proof of medical school graduation (**Original Diploma Required**).
 - a. Applicants must be a graduate of an LCME accredited medical school; of an AOA accredited Osteopathic medical school; or be a graduate from a medical school outside the US and possess a valid ECFMG certificate or 5th Pathway certification.
6. Previous ACGME training Certificate(S).
7. Proof of license status:
 - a. If applicable, copy of valid California medical license, original to be verified by staff prior to starting your residency at LBMCC).
 - b. In accordance with the California Medical Practice Act, Chapter 2065, all trainees who have completed 24 months of postgraduate training, in any medical specialty, in any state, regardless of whether or not academic credit was awarded, must be licensed.
 - c. Graduates of U.S. medical schools, who have 12 months of previous postgraduate training in any ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, has 12 months to be licensed in California.
 - d. International Medical Graduates must have 24 months of postgraduate training in an ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, to be eligible for licensure in California.

- e. International Medical Graduates, who have 24 months of previous postgraduate training in any ACGME program in any state, in any discipline, regardless of whether or not academic credit was awarded, has 12 months to be licensed in California.
8. Proof of current ACLS, PALS, ATLS or BLS Card.
9. Proof of current ECFMG Certificate
 - a. International Medical Graduates must have a current ECFMG Certificate and must have a J-1 Visa or provide proof of permanent residence status.
10. Verification of employee health screening.
11. Verification of attendance at orientation.
12. Verification of background check.

DEFINITIONS

- A. **The hospital** - a public not-for-profit corporation officially known as Long Beach Memorial Medical Center/Miller Children's Hospital.
- B. **Post-MD I-VI**- official hospital payroll title for an individual formally engaged in an ACGME accredited graduate training program leading to eligibility for certification in one of the clinical specialties. Such individuals may be referred to as interns, residents, or clinical fellows.
- C. **Chief Post-MD Officer of (e.g., Internal Medicine and Pediatrics)** - official hospital academic payroll title for a house officer specifically appointed to carry out designated administrative and other responsibilities in addition to the assigned graduate training program.