



TRAINEE SELECTION, TRANSFER, APPOINTMENT, ADVANCEMENT & WITHDRAWAL

Nationwide Children's Hospital (NCH) GME programs will interview and select applicants based on their educational qualifications, current level of performance as measured on available national examinations, research and academic achievements, letters of recommendation, communication skills, and personal qualities such as motivation and professionalism. Programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or other applicable legally protected status.

Candidates for NCH GME programs who are invited to interview must be informed, in writing or electronically, of the terms, conditions and benefits of appointment as stipulated in the NCH Resident Contract.

NRMP and other match programs

GME and postdoctoral dental education programs will utilize national match programs for their specialties whenever possible. Trainees proposed outside a national match program must be interviewed and approved by the Designated Institutional Official (DIO) or designee and the Department/Section Chief in addition to the Program Director and faculty. The Program Director must demonstrate that the alternative selection process complies with ACGME, AOA, CODA, and Match requirements, that educational criteria are the basis for candidate selection, and that the applicant selected meets or exceeds these criteria.

Eligibility

The Program Director is responsible for verifying the eligibility of all candidates under serious consideration prior to ranking or extending an offer.

Applicants must meet the following requirements to be eligible for a position in an NCH GME or postdoctoral dental education program:

Medical or dental degree

Applicants must meet the eligibility criteria established by ACGME, AOA, CODA, or other relevant accreditation organizations. At minimum applicants must be one of the following:

- a. Graduate of a dental school approved by the American Dental Association
- b. Graduate of medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME)

- c. Graduate of college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
- d. Graduate of medical school outside the United States or Canada who meets one of the following qualifications:
 - 1. Have a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or
 - 2. Have a medical license or certificate from the Ohio Medical Board prior to appointment
- e. Graduate of dental school outside the United States or Canada who has a dental license from the Ohio Dental Board prior to appointment

Minimum Criteria for the Specialty

Applicants must meet minimum eligibility requirements established by ACGME, AOA, ABMS, CODA or other accrediting body for the specialty. In the case of non-accredited programs, all applicants must meet eligibility requirements approved by the GMEC in the program application. GMEX may grant an exception to the minimum eligibility requirements for an exceptionally qualified applicant. See Checklist for Exceptionally Qualified Applicants.

Trainees who successfully complete a NCH program should meet the requirements to apply for entrance to the appropriate professional board.

Visa Status

In addition to meeting academic credentials, applicants who are not U.S. citizens must meet one of the following conditions:

- a. Be eligible for a J-1 visa and agree to complete NCH training on a J-1 visa
- b. Currently possess J-1 visa with ability to complete NCH training on J-1 extension (J-1 visa has maximum of 7 years)
- c. Have Permanent Resident status or an Employment Authorization Card
- d. Have a current H1-B visa which can be transferred to NCH with sufficient time remaining to complete NCH training

Exceptions to this requirement must be approved by the DIO, the Program Director, and the Senior Vice President – Legal Services

Application

All GME programs will use ERAS or the NCH common application unless otherwise approved by the DIO.

Appointment

The Program Director will appoint trainees to the NCH GME or postgraduate dental education program using the NCH GME Resident Contract. The period of appointment will be one year. Contracts must be renewed annually (see Advancement below). Non-

standard financial and other arrangements must be approved by the DIO and, as necessary, Legal Services. Trainees must not be required to sign a non-competition guarantee.

No appointment can be made to a position which would represent a non-paying residency or fellowship unless the trainee has independent funding through the government or other external organization, i.e., cannot personally assume financial responsibility. The Program Director must confirm funding from NCH or another approved source prior to appointing or extending an offer to any candidate.

Trainees Transferring into NCH Program

Before accepting a trainee transferring from another program, the Program Director must obtain written or electronic verification of previous educational experiences and his/her level of competency in the required clinical field using assessments from the prior training program. The Program Director must also verify with and, as necessary, get prior approval from the relevant Board any additional terms and conditions which impact the Board eligibility of the trainee upon completion of the program.

The Program Director must obtain approval from the DIO before offering a position to a transfer trainee. The additional trainee may not exceed the approved compliment for the program, regardless of funding. All above terms and conditions for appointment of a transfer trainee must be met.

Trainees Leaving NCH Program Early

Trainees who seek to leave their NCH Program prior to completion face a significant career decision that requires due consideration and dialogue. NCH will provide reasonable professional services to aid trainees in their decision making.

In addition to ongoing discussions with their Program Director and, most likely, other faculty, trainees must also meet with the DIO. The purpose of the DIO meeting is to identify and, as needed, mobilize additional resources to support trainees to make a decision which best meets their long term career goals. The DIO will also attempt to ascertain if the circumstances contributing to the trainee's decision may be adversely impacting other trainees at NCH.

Advancement

Each Program Director will establish written criteria for advancement that are based upon the program requirements and trainee performance. If a trainee will not be advanced to the next level and/or if his/her contract will not be renewed, the trainee will be notified in writing at least 120 days prior to the end of the appointment year whenever possible. If the primary reason(s) for non-renewal occur(s) within the 120 days prior to the end of the contract, the Program Director must provide the trainee with as much written notice as the circumstances will reasonably allow (see Adverse Action

Policy). The GME Due Process procedures (See GME policy on Due Process for Adverse Actions) may be implemented by any trainee who receives written notice of the institution's intent not to renew the agreement of appointment or of intent to renew the appointment but not to advance the resident to the next level of training.

Approved by GME Committee: 10/26/94; 3/8/00; 9/24/03; 12/16/04; 05/01/2007;
7/15/2010; 11/20/2013