

## **POLICY – ELIGIBILITY and SELECTION – Transfusion Medicine Fellows**

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Reviewed by: Dr. Szczepiorkowski

It is the policy of Mary Hitchcock Memorial Hospital at Dartmouth-Hitchcock Medical Center to sustain house staff selection processes that are free from impermissible discrimination. In compliance with all federal and state laws and regulations, no person shall be subject to discrimination in the process of house staff selection on the basis of race, national origin, gender, religion, age, disability, marital or parental status, status as a veteran, sexual orientation or gender identity.

The recruitment and appointment of residents and fellows to training programs sponsored by Mary Hitchcock Memorial Hospital is based on and in compliance with the institutional, common and specific program requirements of the Accreditation Council for Graduate Medical Education (ACGME). Application, eligibility, selection, and appointment of fellows to the program are the responsibility of the program director and faculty.

1. Applicants obtain program information on the World Wide Web at <http://dartmouth-hitchcock.org/> and click under *For Residents and Fellows* to access the DHMC Fellowship Directory.
2. Selection of Fellows is on a “rolling” basis. If offered a position the applicant will have a limited time to respond with a letter of commitment.
  - Candidates must be board eligible/certified in AP/CP, CP only, or other primary board certification as prescribed by the American Board of Pathology.

Applicants must meet the following qualifications to be eligible for appointment to ACGME-accredited fellowship programs at D-H:

- All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited core residency program, or in a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians Canada (CFPC)-accredited core residency program located in Canada.
- Fellowship programs must receive verification of each entering fellow’s level of competency in the required field using ACGME or CanMEDS Milestones assessments from the core residency program.
- With the approval of the Associate Dean for Graduate Medical Education, an ACGME-accredited fellowship program may accept an exceptionally qualified applicant, who does not satisfy the eligibility requirements listed above, but who does meet all of the following additional qualifications and conditions:

- Assessment by the program director and fellowship selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty; and
  - Review and approval of the applicant's exceptional qualifications by the GMCC; and
  - Satisfactory completion of the United States medical Licensing Examination (USMLE) Steps 1, 2, and 3; and
  - For an international graduate, verification of ECFMG certification; and
  - Applicants accepted by this exception must complete fellowship Milestones evaluation (for the purposes of establishment of baseline performance by the Clinical Competency Committee), conducted by the receiving fellowship program within six (6) weeks of matriculation.
- Following acceptance by a DH program, applicants must meet the following requirements:
    - Consent to a criminal background check
    - Pass a pre-employment drug screening
    - Meet eligibility requirements to obtain and maintain a training license in the State of New Hampshire
3. The Fellowship Program requires receipt of the following documents for completion of the application process:
- an accepted application form
  - an official medical school transcript
  - a medical school performance evaluation also known as "MSPE" or "Dean's letter"
  - letters of recommendation from three faculty references (including the applicant's residency program director)
  - a personal statement addressing the applicant's goals and interest in a career in pathology
  - USMLE (Steps 1, 2CK, 2CS and 3) or COMLEX (Levels 1, 2CE, 2PE, and 3) transcripts
  - Graduates of medical schools outside of the U.S. and Canada must have a valid ECFMG certificate.
  - In order to participate in an accredited Graduate Medical Education clinical training program at DHMC, foreign national physicians must seek ECFMG sponsorship as a *J-1 exchange* visitor.

All fees related to obtaining appropriate visa status, including USMLE or other examinations, credentialing, licensure and/or legal fees are the full responsibility of the applicant or resident or fellow.

4. Applicants meeting eligibility requirements outlined by the Institution and the Program will be invited for a personal interview. Interview days include (but are not limited to)

interviews with faculty and house staff, tours of the medical center, attendance at conferences, etc.

5. Prior to the interview date, the coordinator distributes copies of the applicant's documents to all interviewers, together with a standard evaluation form.
6. Interview day routinely includes a tour of the Medical Center, attendance at conference(s) and lunch with the Program Director or Resident Staff. Interviews are scheduled with available members of the Fellowship Committee. The last interview is scheduled as a wrap-up with the program director.
7. Interviewers complete a standard evaluation form for each applicant.
  
8. Ability to be accepted and appointed for the fellowship is contingent upon:
  - meeting all ACGME Eligibility Requirements; and
  - being medically able to begin;
  - being physically present on the date in the mutually signed GME Resident Agreement of Appointment; and
  - functioning at the agreed upon level of training; and
  - obtaining the appropriate visa, if applicable

8. Participation in GME and Pathology orientation is MANDATORY.

All house staff are required to consent to a criminal background check and submit to a pre-employment drug and alcohol screening. Mary Hitchcock Memorial Hospital has no requirement that residents/fellows sign a non-competition clause in the Resident/Fellow Agreement.