

**Rush University Medical Center
Graduate Medical Education Policy**

Each program must establish written policies for the **selection, evaluation, promotion, and dismissal of housestaff**. These policies must be consistent with the Program Requirements of the appropriate Residency Review Committee as well as the institutional policies below:

Eligibility and Selection of Residents

Applicants matriculated into Rush graduate medical education programs must possess one of the following qualifications:

>Graduation from a medical college in the United States or Canada which is accredited by the Liaison Committee on Medical Education (LCME)

>Graduation from a college of osteopathic medicine in the United States which is accredited by the American Osteopathic Association (AOA)

>Graduation from a medical college outside the United States or Canada and possession of **either** a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) **or** a full and unrestricted license to practice medicine in the State of Illinois

>Graduation from a non-US medical college **and** completion of a Fifth Pathway program provided by an LCME-accredited medical college

Programs must select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, motivation, and integrity. Programs must not discriminate with regard to gender, race, age, religion, color, national origin, ethnic background, disability, veteran status, sexual orientation, marital status, or parental status. Programs will establish criteria and protocols for soliciting applicants, evaluating applications, granting interviews, and making offers, whether directly or through a matching program when available. No housestaff may be required to sign a non-competition guarantee.

Evaluation of Residents

All housestaff will be evaluated in writing not less than **two times in each academic year**. Programs will establish policies on the methods of evaluation and the manner in which the results are presented to the housestaff. These policies will be made known to the faculty and the housestaff.

Assessment methods must be accurate in assessing performance and in achieving progressive improvement in competency. Evaluation records are to be maintained by the program and communicated to each resident in a timely manner. At the completion of the program, the program director is to document a **final evaluation** in the resident's permanent record that verifies that the resident has demonstrated sufficient competence to enter practice without direct supervision.

Promotion of Residents

Each program will establish **written** criteria for promotion through the levels of the training program through completion. These criteria will be made known to the faculty

and housestaff. Each program director will develop detailed written job descriptions for each year of training in the program. Privilege matrices for each year of training will be maintained and regularly updated on the Rush website.

Dismissal of Residents

Programs will follow ***institutional Graduate Medical Education policies*** regarding dismissal, discipline, adjudication of housestaff grievances and complaints relevant to the Graduate Medical Education programs. Please see related policies on probation and grievance process.

Programs must keep their housestaff policies and procedures on file and communicate these to housestaff and faculty as appropriate. MedHub is strongly recommended for these purposes. When such policies are formulated or revised, a copy is to be sent to the Office of Graduate Medical Education for purposes of institutional oversight.

Approved at GMEC May 24, 1999
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