

Medical College of Georgia at Augusta University
House Staff Policies and Procedures

Policy

HS 14.0 House Staff Recruitment, Selection, Eligibility,
and Appointment

Source

Graduate Medical Education Office

1.0 Purpose

To officially define Graduate Medical Education (GME) eligibility requirements for GME training Programs at the Medical College of Georgia (MCG) at Augusta University (AU) and outline Program and applicant requirements regarding recruitment and selection.

2.0 Eligibility

The following procedure will be followed by GME Program officials in evaluating applicant eligibility for House Staff positions.

Individuals with the following qualifications are eligible for GME Programs at MCG:

2.1 Appropriate education as listed below:

2.1.1 Graduates of Medical Schools in the United States or Puerto Rico accredited by the Liaison Committee on Medical Education (LCME); or

2.1.2 Graduates from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or

2.1.3 Graduates of Medical Schools outside of the United States who meet one of the following:

2.1.3.1 Graduates of Medical Schools in Canada who graduated when the Canadian school was accredited by the Liaison Committee on Medical Education (LCME); or

2.1.3.2 Graduates who hold a currently-valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment (valid through the start date of the program); or

2.1.3.3 Graduates who hold a full and unrestricted license to practice medicine in Georgia;

AND

2.2 Possesses one of the following:

2.2.1 J1 Visa (exchange visitor); GME will consider/review applications on a case-by-case basis for those who require sponsorship in other categories such as H1B, with a final determination made by the Senior Associate Dean for GME. If a House Staff is on an H1B Visa and is approved for a training program, there is a fee for the H1B petition that the Program must pay annually. Before discussing sponsorship with a candidate, contact the GME Office for advice/instructions; or

2.2.2 Valid Permanent Resident status; or

2.2.3 Valid Employment Authorization Document (EAD) – Note candidates applying with an EAD are solely responsible for maintaining employment eligibility and will only be accepted at the discretion of the GME Office;

AND

2.3 Has a valid unrestricted Georgia medical license or meets criteria to secure a valid Resident Training Permit.

2.4 For fellowship programs, all required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada

Effective Date:
7/05

Revision/Review Date:
12/05,10/07,12/09,10/10,2/11, 1/13
10/14,9/15,1/16, 1/17, 2/17, 5/19, 6/19, 3/22, 6/22, 2/23, 7/23

Number:

HS 14.0

1

Medical College of Georgia at Augusta University
House Staff Policies and Procedures

Policy
HS 14.0 House Staff Recruitment, Selection, Eligibility,
and Appointment

Source
Graduate Medical Education Office

(RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.

If permissible per applicable ACGME specialty/sub-specialty-specific requirements, exceptionally qualified candidates for House Staff appointments who do not satisfy the above eligibility requirements may be considered. This requires review and approval by the GMEC via a majority vote. Programs should not offer positions for exceptionally qualified candidates until GMEC approval is obtained.

3.0 Program Requirements for Recruitment, Selection, and Appointment

- 3.1 Programs must select from eligible applicants and must not discriminate based on race, sex, age, religion, color, national origin, disability, or veteran status.
- 3.2 It is strongly urged that Programs participate in a House Staff matching organization such as the National Residency Matching Program (NRMP). Programs must abide by all policies and procedures described by the matching organization. Programs should also keep abreast of specialty-specific recommendations and requirements related to recruitment, selection, and appointment.
- 3.3 Programs must notify applicants in writing or by electronic means of terms, conditions, and benefits of appointment to the program to include stipends and benefits, professional liability insurance including a summary of pertinent information regarding coverage, health insurance benefits for House Staff and their eligible dependents, disability insurance for House Staff, vacation and leave(s) of absence for House Staff (including medical, parental, and caregiver leave(s) of absence), the potential effect of leave(s) of absence on the ability of House Staff to satisfy requirements for program completion, information related to eligibility for specialty board examinations, House Staff responsibilities, duration of the appointment, conditions for reappointment and promotion to a subsequent PGY level, grievance and due process, and institutional policies and procedures regarding House Staff clinical and educational work hours and moonlighting.
- 3.4 House Staff that rotate at Wellstar MCG Health must have Basic Life Support (BLS) training complete with proof of active, nonexpired BLS card by the 1st day of their training period (typically July 1st). Programs may have other specific requirements regarding training and certification. These requirements must include requirements to rotate at the primary site and required participating site(s). All Programs must have a program-specific policy regarding House Staff recruitment, selection, eligibility, and appointment which is consistent with ACGME Institutional Requirements, Common Program Requirements, Specialty/Subspecialty Requirements, and Recognition Requirements (if applicable), and GME Policies. Programs must share this policy with applicants. GME will monitor each of the programs for compliance.
- 3.5 Enrollment of non-eligible applicants may be cause for applicant withdrawal from the involved program by the DIO.
- 3.6 House Staff will be appointed at the standard PGY level (e.g., residents entering a residency program without a required preliminary year will be appointed at the PGY1 level; fellows entering after a required 3-year residency program will be appointed at the PGY4 level). If a program would like to appoint at a non-standard PGY level, they must consult their certifying board to determine if the prior training will be applicable towards board eligibility. If the program then wishes to pursue a non-standard PGY level, the additional cost will be paid by the department.



David Hess, M.D.
Dean, Medical College of Georgia

4/24/25
Date



Natasha M. Savage, M.D.
Senior Associate Dean, Graduate Medical Education and
DIO

4/24/25
Date

Effective Date:
7/05

Revision/Review Date:
12/05,10/07,12/09,10/10,2/11, 1/13
10/14,9/15,1/16, 1/17, 2/17, 5/19, 6/19, 3/22, 6/22, 2/23, 7/23

Number: 2
HS 14.0

Medical College of Georgia at Augusta University

House Staff Policies and Procedures

Policy

Source

HS 14.0 House Staff Recruitment, Selection, Eligibility,
and Appointment

Graduate Medical Education Office

Effective Date:
7/05

Revision/Review Date:
12/05,10/07,12/09,10/10,2/11, 1/13
10/14,9/15,1/16, 1/17, 2/17, 5/19, 6/19, 3/22, 6/22, 2/23, 7/23

Number: 3
HS 14.0