# THE GEORGE WASHINGTON UNIVERSITY

# SCHOOL OF MEDICINE AND HEALTH SCIENCES

# Department of Critical Care Medicine

**Policy:** Eligibility, Selection, and Appointment Policy

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**Last Revision:** August, 2014

**PURPOSE:**

This policy is designed to describe eligibility and selection of residents for the Critical Care Fellowship training program based on the criteria set forth in the ACGME Institutional Requirements and specific program requirements of the ACGME.

**ELIGIBILTY:**

The CCM fellowship program does not discriminate with regard to sex, race, age, religion, color, national origin, disability or veteran status.

1. To be eligible for appointment at the F1 level, fellows should have completed an ACGME-accredited internal medicine program or an ACGME-accredited emergency medicine program.
2. To be eligible for appointment at the F2 level, fellows must have completed a two- or three-year ACGME-accredited internal medicine subspecialty fellowship.
3. Fellows from ACGME-accredited emergency medicine programs should have completed at least six months of direct patient care experience in internal medicine, of which at least three months must have been in a medical intensive care unit.
4. Must have a full and unrestricted license to practice medicine in D.C.

**SELECTION:**

The Critical Care Medicine training program does not participate in the National Resident Matching Program (NRMP). The critical care medicine training program does participate in the ERAS (Electronic Residency Application Service)

a. The Program Director must ensure that the program selects from among eligible applicants on the basis of their preparedness, ability, academic credentials, communication skills, and personal qualities such as motivation, integrity and professionalism. The program does not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.

b. All candidates for postgraduate training will submit a completed application through ERAS with appropriate documentation of training and other materials requested. In addition to the completed application, all candidates must submit, a personal statement and three recent letters of recommendation, including one from their Residency Program Director and results of their USMLE scores.

c. Applicants who are deemed competitive for the position are invited for a personal interview with members of critical care team.

d. The program selection committee and the program director will rank the candidate based on qualifications. Qualifications include: Strengths of residency training, prior research experience, strength of interview and recommendation letters especially of the program director. Other supporting documents will be considered.

**APPOINTMENT:**

Upon verification by the GME office that an applicant has met eligibility requirements, completed the application process, and has been selected according to established criteria, the rising fellow will begin the process of appointment with the GME office as per the institutional policy for Recruitment, Eligibility, Selection and Appointment of trainees as stated in the Resident Manual.

Upon verification by the GME Office that an applicant has met eligibility requirements, completed the application process, and been selected according to established criteria, he/she will begin the process of appointment with the GME Office. An applicant is considered fully appointed and registered in the University and entered into the payroll system in order to receive a salary only after all the following information has been submitted to the GME Office:

1. Verification of successful graduation if previously anticipated. For graduates of US or Canadian medical schools, this includes a letter from the Registrar of the appropriate School of Medicine. For graduates of Medical Schools outside the US and Canada, a current valid ECMFG certificate is required.
2. Completion of all the following forms (with valid signatures)
	1. Resident/fellow Agreement of Appointment (contract)
	2. Confidential Office of Safety and Radiation Protection OSHA Respirator Medical Evaluation Questionnaire
	3. Medical Screening Form
	4. Graduate Medical Education Biographical Data Form
	5. Long-Term Disability Application Form
	6. Trainee medical license applications
3. Attendance at Orientation and completion of all University required documents.
4. Copy of a valid VISA (if applicable)
5. Completion of the I-9 Form
6. Completion of Pre-Employment Health Clearance in compliance with the GMEC Policy for Medical Clearance.
7. A full DC Medical License, in compliance with the District of Columbia law for licensure of physician trainees.