



Phoenix Children's Hospital Resident and Fellow Eligibility, Selection, and Appointment Policy

Resident and Fellow Eligibility

Residency applicants with one of the following qualifications are eligible to apply for a Phoenix Children's ACGME accredited program:

- Graduates of a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME).
- Graduates of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA).
- Graduates of a medical school outside the United States and Canada who meet one of the following qualifications:
 - hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or,
 - holds a full and unrestricted license to practice medicine in the state of Arizona, in his or her current ACGME specialty/subspecialty program; or,
 - has graduated from a medical school outside the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school.

Any other exceptions must meet criteria outlined in the ACGME Common Program Requirements.

Fellow applicants must successfully complete an ACGME-accredited residency program and/or meet other eligibility criteria as specified by the individual specialty Review Committees.

Resident and Fellow Recruitment, Selection and Appointment Procedure

1. Each training program has a standard operating procedure for recruitment and selection of applicants, which includes a mission-based approach to diversity and equity based on the "Diversity, Equity, and Inclusion Policy", and is reviewed annually and updated based on evolving needs of the program
2. Programs apply a holistic approach to application review and select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
3. Programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.
4. An applicant invited to interview for a resident/fellow position will be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment, including:
 - stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows;
 - institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence; and,
 - health insurance accessible to residents/fellows and their eligible dependents effective the first day of employment.
5. The contract/agreement of appointment contains or provides a reference to the following items:
 - resident/fellow responsibilities;
 - duration of appointment;
 - financial support for residents/fellows;
 - conditions for reappointment and promotion to a subsequent PGY level;



- grievance and due process;
 - professional liability insurance, including a summary of pertinent information regarding coverage;
 - health insurance benefits for residents/fellows and their eligible dependents;
 - disability insurance for residents/fellows;
 - vacation and leave(s) of absence for residents/fellows, including medical, parental, and caregiver leave(s) of absence, and compliant with applicable laws;
 - timely notice of the effect of leave(s) of absence on the ability of residents/fellows to satisfy requirements for program completion;
 - information related to eligibility for specialty board examinations; and,
 - institutional policies and procedures regarding resident/fellow clinical and educational work hours and moonlighting.
6. Residents/Fellows are appointed annually and offered an employment agreement after review by the program's clinical competency committee and approval by the Program Director as outlined in the "Resident/Fellow Renewal, Non-Renewal, Non-Promotion, or Dismissal Policy".

*Reference: ACGME Institutional Requirements: Effective July 1, 2022
ACGME Common Program Requirements: Effective July 1, 2022
Diversity, Equity, and Inclusion Policy, Updated January 2023
Resident/Fellow Renewal, Non-Renewal, Non-Promotion, or Dismissal Policy, Updated
September 2021*

Chief Medical Education Officer
Designated Institutional Official
Phoenix Children's Hospital

Approved by GMEC: March 22, 2023