I. Recruitment and Selection

A. Applicants with one of the following qualifications are eligible for appointment to an ACGME International accreditation seeking program

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME)
2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA)
3. Graduates of medical schools (outside the United States and Canada) registered in the International Medical Education Directory (IMED) http://www.faimer.org and who meet one of the following qualifications:
   a. Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment or
   b. Having passed the USMLE Step 2 Clinical Knowledge or equivalent (excluding applicants to fellowship programs) and an English Proficiency Exam
4. Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school
5. Graduates of the American University of Beirut’s Faculty of Medicine, if this classification of applicants is acknowledged as acceptable to the ACGME-I.

B. Applicants must submit a complete application at the Graduate Medical Education (GME) Office with the required documents where any document not printed in English must be accompanied by an acceptable original English translation performed by a qualified translator. Each translation must be accompanied by an affidavit of accuracy acceptable to AUB.

C. Each program must establish and implement formal written criteria and process for recruitment and evaluation of applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

D. No program shall discriminate with regard to gender, race, religion, color, national origin, disability, marital status, age, creed, citizenship, or veteran status.

E. The GME Director or a delegate shall attend as a non-voting member in each departmental resident selection committee meeting.

F. Residents seeking to transfer from another program are governed by both this policy and the Resident Transfer policy and procedure.
II. Appointment

A. Applicants are responsible for providing all the required credentials and employment eligibility requirements to the GME prior to their appointment.

B. Each program shall send its rank order list to the GME Office who shall be responsible for reviewing each resident’s academic credentials and qualifications to ensure that the eligibility requirements have been met.

C. All recommendations of appointment are subject to review and final approval of the GME Office.

D. The GME Office will forward the recommendations of residents’ appointment to the GMEC to review, approve and forward such recommendations to the Medical Board and Academic Committee for action.

E. After the GMEC approval, each program shall be responsible of informing its applicants of their selection status.

F. Appointments shall be made for a period specified by the program, up to a maximum of 12 months; reappointment shall be made annually for multi-year programs.

G. The offer of appointment shall be made by issuance of a Resident Agreement; the specific program, the PGY level if a multi-year program, the stipend level, the vacation allotment, and other terms shall be specified as part of the agreement.

H. Acceptance of the appointment shall be indicated by return of a signed copy of the Resident Agreement to the Program Director and the Office of Graduate Medical Education. The signed document shall be maintained in the Human Resources Department and copies of the signed document shall be maintained in the departmental files and GME files.

I. Accepted applicants must pass a pre-employment physical examination at the University Health Services and receive the required immunizations prior to the Commencement Date; otherwise their appointment becomes invalid.

J. All newly accepted and old returning applicants must attend the GME institutional orientation, complete all required on-line training modules and provide proof of completion of training.
III. Evaluation

A. Each program shall maintain an effective plan for assessing resident performance throughout the period of appointment, including during periods of service at affiliated institutions. Assessment shall include competence in patient care and procedural skills, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice, in addition to program specific standards.

B. Regular and timely feedback shall be provided; this shall include written semi-annual evaluations which are accessible to the resident.

C. Assessment should include the use of assessment results, including evaluation by faculty, patients, peers, self, and other professional staff, to achieve progressive improvements in residents’ competence and performance.

D. The program director must provide a final evaluation for each resident who completed the program. This evaluation must include a review of the resident’s performance during the final period of education, and should verify that the resident has demonstrated sufficient professional ability to practice competently and independently. The final evaluation must be part of the resident’s permanent record maintained by the GME Office.

E. Each program shall collect anonymous evaluations by residents of the faculty and of the training program in accordance with the ACGME International Foundational Program Requirements and Specialty Program Requirements. Unless otherwise stated in the Foundational or Program-Specialty Requirements, these evaluations shall be performed at least annually, but preferably more frequently. In conducting these evaluations, it is preferable to use an electronic evaluation system. The program director and/or department chair should discuss individual faculty evaluations with the faculty member at least annually. The program director shall prepare a summary analysis and interpretation of the faculty and program evaluations. The summary analysis shall be provided to the department chair and the Director of Graduate Medical Education/DIO at least annually. The GMEC Internal Review Team shall also receive and review the most recent summary analysis prior to its Internal Review of the program. The summary report and analysis by the program director shall include the specific performance improvement steps the program intends to make (or has made) based on these evaluations.

IV. Promotion

A. Each program shall establish the criteria for promotion by which residents will advance to each successive level of residency training. The program must make sure that the residents are informed of these expectations. Programs must periodically review the appropriateness of these criteria.
B. Departmental evaluation for promotion shall consider compliance with institutional policies and departmental policies, as well as progress in developing skills in patient care and procedural skills, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice.

C. Residents must meet the standards for promotion and will only be advanced to the next level of training upon successful completion of the program’s goals and objectives for that year of training.

D. Determination of promotion is the responsibility of the Program Director who should have a representative faculty committee that objectively and fairly evaluates the performance of all residents on an annual basis. Minutes of the evaluation proceedings must be protected by peer review statute.

E. If a program determines that a resident does not meet these goals and objectives and is not capable of proceeding to the next level of graduated responsibility but must repeat a portion of the training program, the program director must notify the resident in writing of his/her deficiencies and of the reason for not being promoted. The program must keep a record of each resident who is not promoted and have these available for the internal review process.

F. The program director will present the promotion recommendations to the GME Office and the material on which the recommendation is based on will be made available to the GMEC. The GMEC must approve all promotion recommendations.

V. Non-Renewal

On-going evaluation will be made. If performance is deemed unsatisfactory and attempts at correcting the problem have been unsuccessful, a written notice of non-renewal shall be provided no later than four months prior to the end of the current period of appointment. However, if the primary reason(s) for the non-renewal occurs within the four months prior to the end of the agreement, the program director shall provide the resident with as much written notice of the intent not to renew as the circumstances will reasonably allow prior to the end of the current appointment. The Program Director is to notify and discuss with the Director of GME/DIO such action before it is taken. A resident in receipt of a notice of non-renewal is entitled to utilize the "Complaint and Grievance Procedure for Residents" policy of the American University of Beirut.
VI. Probation, Suspension and Termination

In situations which may lead to the imposition of probation, suspension or dismissal, the American University of Beirut policy on "Probation, Suspension and Termination of Residents" will be followed.