



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

College of Osteopathic Medicine

Graduate Medical Education

Sam Houston Regional Education Consortium (SHREC)

RESIDENT/FELLOW QUALIFICATION, ELIGIBILITY, AND SELECTION POLICY

Origination date:	Policy owner: Graduate Medical Education Administration
Effective date: August 20, 2025	Policy contact: Director of Graduate Medical Education
Last review date: August 20 2025	ACGME Institutional Requirements (4.2., 4.2.a.-4.2.b.3.) ACGME Common Program Requirements (Residency) 3.2., 3.2.a.-3.3.b.2. ACGME Common Program Requirements (3.2., 3.2.a., 3.4)

SCOPE:

This policy applies to all SHREC Accreditation Council of Graduate Medical Education (ACGME)-accredited Programs at Sam Houston State University College of Osteopathic Medicine (SHSU-COM). In the event of a conflict between the provisions of this policy and the Texas State University System Rules and Regulations (<https://www.tsus.edu/about-tsus/policies.html>) and/or SHSU policy, these latter shall govern as applied to SHSU-COM.

PURPOSE:

To ensure compliance with ACGME Common Program and Institutional Requirements, National Residency Matching Program (NRMP) Policies and assure fair, legal, and appropriate recruitment, selection and hiring practices.

To outline specific qualifications required for eligibility and selection of Residents/Fellows entering a SHREC Graduate Medical Education (GME) Program.

POLICY:

An applicant invited to interview for a Resident/Fellow position must 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 the applicant's eventual appointments.

Information that is provided must include:



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

College of Osteopathic Medicine

- stipends, benefits, vacation, leaves of absence, professional liability coverage, and disability insurance accessible to residents/fellows.
- institutional policy/policies 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.

Eligibility requirements for all applicants invited for an interview must:

- be eligible to work in the US as a US Citizen or Permanent resident
- graduate from a medical school named on the Texas Medical Board's list schools that do not have to prove substantial equivalence to a US medical school, unless holding a full, unrestricted Texas medical license
- applicants must graduate from a school not listed on the Texas Higher Education Coordinating Board's List of Fraudulent and Substandard Institutions, unless holding a full, unrestricted Texas medical license

Programs select from among eligible applicants based on their educational preparedness, ability, aptitude, academic credentials, medical knowledge, interpersonal and communication skills, and professionalism.

SHREC does not discriminate on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex (which, per statute and judicial interpretation includes pregnancy, sexual preference and gender identity), religion, age, disability, or veteran's status.

SHREC participates in the NRMP Match. Each accredited Residency/Fellowship Program that participates in the NRMP Match will abide by the rules and regulations of the NRMP. Those Programs using other Match Programs will abide by their rules and regulations.

RESIDENT ELIGIBILITY

Prior to their Program start date, Program applicants must provide their Program with documentation of the following qualifications to be eligible for appointment:

- Graduation from a medical school in the United States, Canada, or Puerto Rico accredited by the Liaison Committee of Medical Education (LCME), or
- Graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA), or
- Graduation from a medical school outside the United States, Canada, or Puerto Rico with one of the following:
 - A current valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), or
 - An unrestricted license or residency permit to practice medicine by the appropriate state medical board
- Passing scores on Steps 1 and 2 of the United States Medical Licensing Examination



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

College of Osteopathic Medicine

(USMLE) or Levels 1 and 2 of the (Comprehensive Osteopathic Medical Licensing Examination) COMLEX

- For those residents entering a Program after a Transitional or Preliminary post-graduate year 1 (PGY-1) year, a written or electronic verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring resident, and Milestones evaluations upon matriculation

FELLOW ELIGIBILITY

In addition to the previous requirements, Fellowship Program applicants must also provide their Program with documentation of the following qualifications to be eligible for appointment:

- Graduation from an appropriate ACGME Residency Program (Residents who temporarily suspend their Residency training to take a subspecialty Fellowship position do not have to provide a completion certificate)
- A passing score on Step 3 of the USMLE or Level 3 of the COMLEX
- A written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the Resident
- Verification of milestone evaluations from the Resident's core residency

TRAINEE TRANSFERS

In accordance with the ACGME's Common Program Requirements, prior to accepting a Resident/Fellow from another Residency or Fellowship Program, the Program Director must obtain the following:

- Written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring Resident/Fellow
- Proof that they have passed Step 3 of the USMLE or Level 3 of the COMLEX for PGY-3 residents or higher
- Milestones evaluations upon matriculation

A Program Director must provide timely verification of Residency education and summative performance evaluations for Resident/Fellows who leave the Program prior to completion.

All residents will be selected based on their preparedness to enter residency training, professionalism, integrity, interpersonal and communication skills, and medical knowledge.



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

College of Osteopathic Medicine

LINKED/RELATED POLICIES: N/A

REFERENCES/AUTHORITIES:

- Institutional Requirements, Accreditation Council for Graduate Medical Education, [ACGME Common Program Requirements](#)
- Terms and Conditions of the Match Participation Agreement and Policies and Procedures, the National Residency Matching Program, Section IV.B [National Residency Matching Program](#)
- Texas Medical Board License Eligibility Requirements [Texas Medical Board Requirements](#)