



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

**SOM OP:** 50.03, **Eligibility, Selection and Appointment**

**PURPOSE:** The purpose of this School of Medicine (SOM) policy and procedure is to address the appointment of residents.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to the Office of the Dean for approval and publication

## **POLICY/PROCEDURE:**

Texas Tech University Health Sciences Center School of Medicine shall appoint residents based on the criteria below:

1. **Eligibility.** Each applicant must be a graduate of a medical school that is approved by TMB or a medical school whose curriculum is accepted by the Texas Higher Education Coordinating Board as equivalent to that of a Texas medical school. A graduate of the latter must:
  - a. Be eligible for licensure in his/her home country (where medical school was completed);
  - b. Possess a valid certificate issued by the Education Commission for Foreign Medical Graduates (ECFMG); and,
  - c. Be eligible for employment at TTUHSC.
2. **Requirements for Acceptance.** Prior to accepting an applicant, the Program Director shall ensure that the applicant has passed USMLE/COMLEX, Step 1, within the number of attempts provided by the Texas State Board of Medical Examiners (TMB) for Texas licensure.

Each applicant submitting an ERAS application shall be required, at the time of the interview, to complete a TTUHSC ERAS Addendum.

3. **Appoinment.** Resident appointments are recommended by the department and are subject to review and approval by the TTUHSC GME Office and the Dean of the TTUHSC School of Medicine. No resident may begin, or continue in, a residency without this approval and appointment.
4. **Post Graduate Year Assignment.** Post Graduate Year (PGY) level is assigned to each resident. Post Graduate training at TTUHSC requires that each resident be eligible to be licensed in Texas and to take national board exams for board certification.
5. **Criminal Background Check (CBC).** In accordance with [HSC OP 10.20, Criminal Background Checks for Students, Trainees, and Residents](#), residents entering training

on, about, or after July 1, 2006, will not be placed on the payroll nor be assigned any clinical duties until they have undergone a CBC and the results establish that the residents are eligible for clinical training.

6. **Non-discrimination.** TTUHSC does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or veteran status in admission, employment, access to, or treatment in its programs or activities.