Graduate Medical Education Fellowship Program Eligibility Requirements
2004-2005 Training Year

It is a requirement of the New Hampshire Board of Medicine to have successfully passed USMLE Steps 1 and 2, or NBME Parts 1 and 2, or have obtained ECFMG Certification before incoming house staff can apply for a training license. Typically this requires that you have passed these examinations or obtained ECFMG Certification no later than January 1st of the year in which there is an anticipated June or July residency start date. It is imperative that applicants meet these requirements in order to be appointed to his or her program and begin training on time. Noncompliance will jeopardize acceptance of the application.

In addition to successful completion of USMLE Steps 1 and 2 (or NBME Parts 1 and 2), applicants must meet at least one of the following qualifications to be eligible for appointment to an accredited DHMC Residency program:

1. Graduate of a medical school in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
2. Graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
3. Graduate of a medical school outside the United States and Canada and meets the following qualifications:
   a. has received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or
   b. has a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in which they are in training; and
   c. has the ability to obtain a J-1 visa (non-USA citizens only); and is
   d. fully competent in written and oral English; and is
   e. willing and able to appear for a personal interview.
4. In order to participate in an accredited Graduate Medical Education clinical training program at DHMC, non-U.S.A. citizens and/or foreign international medical graduates must seek ECFMG certification and sponsorship as a J-1 exchange visitor. The objectives of the Exchange Visitor Program are to enhance international exchange and to promote mutual understanding between the people of the United States and other nations through the interchange of persons, knowledge, and skills. Important visa note: The H-1B visa is not offered for training in accredited programs at DHMC. This visa status is considered appropriate for temporary workers holding professional level degrees, hired to work in specialty occupations, or for employment in a specified work place. It is not used at DHMC for GME accredited training programs.
5. Graduate of a medical school outside the USA who has completed a Fifth Pathway program provided by an LCME-accredited medical school.
6. Successful completion of any pre-requisite accredited training. Some programs require successful passage of board exams (or good faith effort to pass) for promotion through subsequent years of fellowship.
Selection Process for MHMH GME Accredited Fellowship Programs

1. Applicants can obtain program information on the World Wide Web at <http://www.dartmouth-hitchcock.org/pages/GME> and clicking the left-bar menu choice Residency and Fellowship Programs to access the DHMC Residency Directory.

2. Programs will specify if applicants may call or write and request the GME brochure, fellowship program brochure, general information sheet, and application form. Applicants may use the Universal Application Form, but must complete the DHMC GME application form as well. The program must receive from the applicant: a completed application form, medical school dean's letter, medical school transcript, and three letters of recommendation. 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 the Hospital.

3. Applicant must document with the program and the New Hampshire Board of Medicine, successful completion of USMLE Steps 1 and 2, or NBME Parts 1 and 2, or have obtained ECFMG Certification no later than January 1st of the year in which he or she anticipates a June or July Fellowship start date.

4. Programs call applicants and make arrangements for interview with Program.

5. Interview day generally includes orientation, tours, attendance at conferences, and interviews with faculty and current fellows.

6. Written agreement outlining the terms and conditions of appointment to Fellowship program is mailed to new Fellows with new employment forms by GME.

7. Participate in mandatory GME and program orientations for all new Fellows.

8. New training year usually begins July 1.

9. Ability to be accepted and appointed for training is contingent upon meeting all Eligibility Requirements and being physically present and medically able to begin training on the agreed upon date in the mutually signed GME Resident-Fellow Agreement of Appointment, and pending obtaining the appropriate training visa if applicable.

Mary Hitchcock Memorial Hospital presently has no pre-employment drug testing policy and has no requirement that residents must sign a non-competition clause in the Resident Agreement.

I certify that I am aware of the above listed requirements and certify that I understand and meet these requirements.

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Name            Date