



SUBJECT USMLE/COMLEX REQUIREMENT	POLICY NUMBER 300.019	PAGE 1 of 2
SOURCE ACADEMIC AFFAIRS - ADMIN	ORIGINATION OR LAST REVISION DATE 10/2002	EFFECTIVE DATE 10/2002

I. POLICY:

It is the policy of SJHMC Academic Affairs that each Resident shall pass the United States Medical Licensing Examination (USMLE) Part 2 (or applicable Comprehensive Osteopathic Medical Licensing Examination (COMLEX II) Licensure Examination before beginning the PGY-2 year and shall pass USMLE Part 3 (or applicable COMLEX III) before beginning the PGY-3 year. Residents must fulfill this requirement in order to be considered in academic good standing and as an essential element of completing a residency program and receiving a St. Joseph's Residency Completion Certificate.

Residents or Fellows above the PGY-3 level being considered for advanced placement in Residency or Fellowship Training in St. Joseph's/BNI ACGME or non-ACGME programs must have completed a pathway that makes them fully eligible for medical licensure in the United States.

II. PURPOSE:

To require residents to meet national quality standards and benchmarks in preparation for Medical Licensure and Certification by the American Board of Medical Specialties.

III. PROCEDURE/RESPONSIBILITY:

A. Resident shall:

1. Accept responsibility for application, fees and scheduling of USMLE/COMLEX examinations to be in compliance with the Policy. Resident shall present USMLE/COMLEX scores to Program for inclusion in resident's Official File.
2. Review USMLE/COMLEX status with Program Director/Faculty Advisor during biannual reviews.

B. Program Director shall:

1. Track the USMLE/COMLEX status of residents as well as applicants to the program.
2. Inform residents in writing of this policy specifically as well as including the policy in the Program's Housestaff manual.
3. Inform Faculty and Faculty Advisors of the Policy.

C. Director of Medical Education shall:

1. Review Residency Program compliance with the policy.
2. Oversee any appeal as outlined in the **RESIDENT'S PROFESSIONAL AND ACADEMIC REVIEW PROCESS.**



REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	
CHW	
JCAHO	
RISK/LEGAL	
HUMAN RESOURCES	
REVISED	
APPROVED BY	
POLICY/PROCEDURE COMMITTEE	
GMEC COMMITTEE	