

**MARSHALL COMMUNITY HEALTH CONSORITUM
GRADUATE MEDICAL EDUCATION COMMITTEE**

POLICY ON PASSAGE OF USMLE STEP 3/COMLEX LEVEL 3 EXAMINATION

SECTION 1. SCOPE OF POLICY

This policy is to ensure that all residents complete all three (3) steps of the United States Medical Licensing Examination (USMLE) or the National Board of Osteopathic Medical Examiners (NBOME) COMLEX USA Level 3 before being promoted to the second post-graduate training year. Completion of the sequence by the ninth month of the first year of post-graduate training will allow training programs to assess general medical knowledge of their residents.

SECTION 2. POLICY STATEMENT

All first year residents must sit for and successfully pass the United States Medical Licensure Examination Step 3 Examination/COMLEX Level 3 prior to promotion to a second year position.

SECTION 3. SCHEDULING PROCEDURE/RESULTS DEADLINE

- 3.1. Each resident is responsible for contacting the appropriate board to register for and schedule the USMLE Step 3 or the NBOME COMLEX Level 3 examination and may schedule the testing at any time during the first year of residency prior to start of the eight training month.
- 3.2. The resident will be allowed off the actual testing dates of the examination with appropriate notice to the Program Director. For verification of the number of testing days, the resident should consult the appropriate examination Bulletin of Information. Unless otherwise noted by the appropriate licensing agency, residents taking the USME Step 3 will have two days while residents taking the COMLEX will have one day.
 - 3.2.1. The resident must notify the Program Director and the Program Coordinator of the examination date(s) as soon as the date(s) is/are scheduled.
 - 3.3.2. Should the resident fail to provide appropriate notice, the Program Director may deny the request and the resident will have to reschedule the examination.
 - 3.3.3. Under normal circumstances travel days will not be allowed. However, if emergent conditions dictate or a site that is not within

reasonable commuting distance must be scheduled, the Program Director may approve travel days.

- 3.4. Should the resident be unsuccessful during the first attempt, additional examination days will be provided.
- 3.5. Examination days off are to be considered time off days and are not to be considered annual, vacation, sick, educational leave or any other chargeable leave days.
- 3.6. The results of the first attempt must be made available to the Program Director prior to completion of the ninth (9th) month of PGY 1 training. If the resident is unsuccessful on the first attempt this will allow time for a second attempt prior to the issuance of a PG 2 contract.
- 3.7. The resident must provide a copy of all examination scores (unsuccessful and successful) to the Program Director.

SECTION 4. UNSUCCESSFUL ATTEMPTS

- 4.1. Residents must consult the appropriate examination bulletin regarding the number of attempts and any retake registration restrictions.
- 4.2. Upon approval by the Program Director and the Vice Dean for Graduate Medical Education, a resident may be given a Contingent PG2 contract under the following conditions:
 - 4.2.1. The resident failed on the first attempt and has taken or registered to take the examination for a second time no later than August 1; and,
 - 4.2.2. The Program Director has presented evidence to the Vice Dean that the resident has otherwise fulfilled all the requirements for progression.
- 4.3. Should a resident fail to pass the Step/Level 3 examination a second time, the Program Director may recommend to the Vice Dean for Graduate Medical Education that the resident:
 - 4.3.1. Be immediately dismissed from the program; or,
 - 4.3.2. Be demoted back to a PG1 level with salary, duties and responsibilities being assigned at the PG1 level.
- 4.4. Failure to pass the examination on a third attempt will result in immediate dismissal.

- 4.5. Appeals of immediate dismissal will be in accordance with the Graduate Medical Education Committee's Policies.

SECTION 5. TRANSFER RESIDENTS

Residents who enter in to a PGY 2 level position or above within the Marshall Community Health Consortium system from another training program must have documentation of successful completion of the USMLE Step 3 or the COMLEX 3. A copy of the Step/Level 3 scores must be submitted to the Program Director and to the Consortium Office of Graduate Medical Education.

SECTION 6. TESTING ACCOMODATIONS

Any resident who qualifies for testing accommodation shall be solely responsible for completion and submission of the appropriate request form and for providing all necessary documentation to substantiate that the resident is a "person with disability" under the American with Disabilities Act (ADA). The appropriate Bulletin of Information should be consulted for more Testing Accommodations information and the request process.

EFFECTIVE DATE: July 1, 2022

Revisions approved by Graduate Medical Education Committee: June 30, 2022

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Approved by DIO: July 17, 2013

Approved by the Dean: Sept 30, 1999

Approved by Graduate Medical Education Committee: Sept 28, 1999