



Recruitment, Eligibility, Selection, and Appointment Policy

Purpose

To comply with the Accreditation Council for Graduate Medical Education (ACGME) Institutional and Common Program Requirements for Graduate Medical Education (GME), the University of Arizona College of Medicine – Tucson (UACOM-T) Graduate Medical Education Committee (GMEC) establishes this policy to provide guidance and oversight for the recruitment, eligibility, selection, and appointment of residents and fellows in UACOM-T ACGME-accredited and GMEC-approved Non Standard Training (NST) programs. In this policy, the term “trainee” refers to all residents and fellows enrolled in ACGME-accredited and NST programs.

Policy:

This policy provides guidance to UACOM-T programs and to ensure compliance with the following institutional and program requirements.

The ACGME Institutional Requirements (Reformatted, 2025) state:

Resident/Fellow Appointments

4.2. The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable), and must monitor each of its ACGME-accredited programs for compliance.

Eligibility:

4.2.a. An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program:

- 4.2.a.1. graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,*
- 4.2.a.2. graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or,*
- 4.2.a.3. graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:*
 - holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or,*
 - holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty-/subspecialty program.*

Recruitment:

4.2.b. 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.

- 4.2.b.1. Information that is provided must include stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows.*
- 4.2.b.2. Information that is provided must include institutional policy(ies) for vacation and leaves of absence,*

including medical, parental, and caregiver leaves of absence.

4.2.b.3. *Information that is provided must include health insurance accessible to residents/fellows and their eligible dependents.*

Appointment:

4.3. *The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its programs with regard to implementation of terms and conditions of appointment.*

4.3.a. *The contract/agreement of appointment must directly contain or provide a reference to the following items:*

- 4.3.a.1.** *resident/fellow responsibilities;*
- 4.3.a.2.** *duration of appointment;*
- 4.3.a.3.** *financial support for residents/fellows;*
- 4.3.a.4.** *conditions for reappointment and promotion to a subsequent PGY level;*
- 4.3.a.5.** *grievance and due process;*
- 4.3.a.6.** *professional liability insurance, including a summary of pertinent information regarding coverage;*
- 4.3.a.7.** *health insurance benefits for residents/fellows and their eligible dependents;*
- 4.3.a.8.** *disability insurance for residents/fellows;*
- 4.3.a.9.** *vacation and leave(s) of absence for residents/fellows, including medical, parental, and caregiver leave(s) of absence, and compliant with applicable laws;*
- 4.3.a.10.** *timely notice of the effect of leave(s) of absence on the ability of residents/fellows to satisfy requirements for program completion;*
- 4.3.a.11.** *information related to eligibility for specialty board examinations; and;*
- 4.3.a.12.** *institutional policies and procedures regarding resident/fellow clinical and educational work hours and moonlighting.*

The ACGME Common Residency/Fellowship/One-Year Fellowship Requirements (Reformatted, 2025) state:

2.6.1./2.5.1. Program Director Responsibilities: *The program director must provide applicants who are offered an interview with information related to the applicant's eligibility for the relevant specialty board examination(s).*

[This requirement may be omitted at the discretion of the Review Committee]

3.5./3.4. Resident Transfers: *The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring resident, and Milestones evaluations upon matriculation.*

[The Review Committee may further specify]

Trainees are considered “transfers” when the trainee:

1. Moves from one program to another within the same or different Sponsoring Institution
2. Moves from one program to another within the same or different specialty
3. Enters as a PGY-2 in a program requiring a preliminary year

****A trainee is not considered a transfer if the trainee successfully completed a residency and then is accepted into a subsequent residency or fellowship.**

The ACGME Residency Common Program Requirements (Reformatted, 2025) state:

3.3. Eligibility requirements: *All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation.*

3.3.a. Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.

[Each Review Committee may further specify prerequisite postgraduate clinical education]

3.3.b. Resident Eligibility Exception: A Review Committee may permit the eligibility exception if the specialty requires completion of a prerequisite residency program prior to admission. If the specialty-specific Program Requirements define multiple program formats, the Review Committee may permit the exception only for the format(s) that require completion of a prerequisite residency program prior to admission.

3.3.b.1. An ACGME-accredited residency program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements listed in 3.2.-3.3., but who does meet all of the following additional qualifications and conditions:

3.3.b.1.a. evaluation by the program director and residency selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of this training; and,

3.3.b.1.b. review and approval of the applicant's exceptional qualifications by the GMEC; and,

3.3.b.1.c. verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.

3.3.b.2. Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

The ACGME Common Fellowship/One-Year Fellowship Program Requirements (Reformatted, 2025) state:

3.2. Eligibility Requirements: Fellowship Program [Review Committee to choose one of the following:]

Option 1: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada. (Core)

Option 2: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program. (Core)

3.2.a. [If Review Committee selected Option 1 above:] Fellowship programs must receive verification of each entering fellow's level of competence in the required field using ACGME, ACGME-I, or CanMEDS Milestones evaluations from the core residency program.

[If Review Committee selected Option 2 above:] Fellowship programs must receive verification of each entering fellow's level of competence in the required field using ACGME Milestones evaluations from the core residency program.

[The Review Committee must further specify prerequisite postgraduate clinical education]

3.2.b. Fellow Eligibility Exception. The Review Committee for _____ will allow the following exception to the fellowship eligibility requirements: [Note: Review Committees that selected Option 1 will decide whether or not to allow this exception. This section will be deleted for Review Committees that do not allow the exception and for Review Committees that selected Option 2]

3.2.b.1. An ACGME-accredited fellowship program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements listed in 3.2, but who does meet all of the following additional qualifications and conditions:

3.2.b.1.a. evaluation by the program director and fellowship selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty; and,

3.2.b.1.b. review and approval of the applicant's exceptional qualifications by the GMEC; and,

3.2.b.1.c. verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification

*3.2.b.2. Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation. **[If Review Committee allows the exception specified above:]***

Procedure

1. Program leadership is responsible for ensuring that applicants are eligible to participate in UACOM-T programs.
 - Program leadership of fellowship programs are responsible for knowing which requirements are applicable to their programs and for understanding and following the "Options" defined in their program-specific requirements.
 - Programs leadership must ensure that applicants:
 - a. Meet all ACGME institutional and specialty-specific eligibility requirements.
 - b. Meet the eligibility requirements for employment with Banner - University Medical Group (B-UMG), including the requirements of the position as listed in the trainee job description, with or without reasonable accommodation.
 - c. Meet the eligibility requirements at all affiliated clinical rotation sites at which the trainee would be required to perform clinical duties.
2. Program leadership are required to distribute the following information to each applicant when invited to interview, and can be found at: <https://medicine.arizona.edu/education/residencies-fellowships/prospective-residents-fellows>:
 - a. GMEC Policy - Recruitment, Eligibility, Selection, and Appointment
 - i. Expected or required academic, educational, or prior training credentials
 - ii. Information relevant to visa status
 - b. Stipends
 - c. Benefits
 - i. Health insurance available to trainees and their dependents
 - ii. Disability insurance available to trainees
 - d. Professional Liability Coverage
 - e. GMEC Policy - Vacation and Leaves of Absence
 - i. Includes medical, parental, and caregiver leaves of absence
 - f. Written agreement of appointment/contract
 - g. Request for pre-employment drug testing and background check
 - h. Information relevant to licensure status

On an annual basis, the GME office will require an attestation from each program to ensure a link to this website is provided to each applicant when invited to an interview.

3. Program directors must provide specialty-specific board certification requirements to each applicant when invited to interview.

- a. Programs are encouraged to use the DRAFT SAMPLE LETTER available in the Guide to the Common Program Requirements to provide this information to the applicants.
 - b. **On an annual basis, the GME office will require an attestation from each program to ensure they are meeting this requirement.**
4. Program leadership is responsible for ensuring that applicants are qualified to be eligible for appointment in the program and meet all prerequisite post-graduate clinical education required **for initial entry or transfer** to their programs. For applicants applying and matriculating to their programs, program leadership must:
 - a. Review the medical school the applicant is graduating from, the graduation date, and the Educational Commission for Foreign Medical Graduates (ECFMG) certificate when applicable
 - b. Ensure that required post-graduate clinical education was obtained in either ACGME-accredited, AOA-approved, RCPSC-accredited, CRPC-accredited, or ACGME-I Advanced Specialty Accreditation programs
 - c. Verify that each matriculating trainee is competent in the required prerequisite post-graduate clinical education by using ACGME, CanMEDS, or ACGME-I Milestones evaluations completed by the prior training program
 - i. For trainees transferring from a program in which Milestones data is available in ADS, program leadership is responsible for retrieving the Milestones report from ADS completed by the previous program.
 - ii. For trainees that do not have a Milestones report available in ADS, program leadership is responsible for contacting the previous specialty program director to obtain the summative report.
 - d. **Program leadership is responsible for knowing and implementing any additional specialty-specific prerequisite postgraduate clinical education as specified by the specialty's Review Committee.**
 - e. Review Committees may specify exceptions to the resident eligibility requirements, including whether a program is allowed to accept a qualified international graduate applicant. **Each program is responsible for knowing and following any eligibility exceptions allowed by the specialty Review Committee.**
 - i. For a program to accept an exceptionally qualified international graduate applicant, the program director must write a letter of support ensuring they have reviewed the applicant's materials, and that the applicant meets the required qualifications and conditions to be exceptionally qualified.
 - ii. The letter of support and the applicant's CV must be provided to the GMEC for review and approval prior to offering the applicant a position in the program.
 - iii. For applicants to be included in the program's rank list, these materials must be submitted to the GMEC prior to the submission of the rank list for participation in a Match.
 - iv. The program must submit documentation of the required CCC performance evaluation of exceptionally qualified trainees within 12 weeks of matriculation for GMEC review and approval.
 - f. Before accepting a transferring trainee, the program director must obtain written or electronic verification of prior educational experiences and performance from the program from which the resident is transferring. Documentation includes:
 - i. Evaluations, completed rotations, and any applicable procedural/operative experiences or case logs
 - ii. Summative competency-based performance evaluation
 - iii. Milestones evaluation

**Though a Milestones evaluation cannot be used in the decision to accept a transferring trainee, a Milestones evaluation must be obtained prior to matriculation.
 - g. Review Committees may specify other requirements related to trainee transfers. **Program leadership is responsible for knowing and following any additional specialty-specific requirements related to transfers.**
5. Programs are required to participate, and attempt to fill, all entry-level positions through the National Resident Matching Program (NRMP) Match, or other national matching program if available.

6. Upon selection, and prior to the program start date, the trainee is expected to complete all onboarding requirements by the due dates as assigned by the training program, the UACOM-T GME office, and B-UMG.
7. The written agreement of appointment must be signed by each trainee prior to the start of their training program and will remain active for the duration of that training program.
 - a. If a trainee previously accepted to a UACOM-T program starts a new training program at the UACOM-T, a new written agreement must be signed.
8. Any selected trainee who is not a U.S. citizen is responsible for supplying documentation demonstrating their ability to work legally in the U.S.
 - a. UACOM -T programs may accept applicants eligible for J-1 visa status.
 - b. Requests for other visas are reviewed on a case-by-case basis by B-UMG.
9. If a selected trainee cannot satisfy all eligibility requirements as of the start date of the training program, the trainee will be placed on administrative leave pending proof of eligibility.
 - a. The length of this administrative leave is based on the nature of the ineligibility and determined at the discretion of the Program Director and/or the DIO.
 - b. Depending on the length of the administrative leave, training may need to be extended to accommodate all program and board certification requirements.
 - c. If the trainee cannot timely satisfy eligibility requirements, the training program may rescind the trainee's offer to participate in the training program with no opportunity to appeal.
10. Any falsification or material omission on any application document is considered grounds for disciplinary action including dismissal, as defined and outlined in the UACOM-T Due Process Guidelines for Residents and Fellows.

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