



Recruitment, Eligibility, Selection, and Appointment Policy

Graduate Medical Education Committee (GMEC)

Policy owner	UACOM-T Graduate Medical Education Committee
Applies to	ACGME-accredited and GMEC-approved Non-Standard Training programs
Effective / approved	October 3, 2025
Revision history	July 1, 2022; December 15, 2023 (approved January 5, 2024); formatting revised September 30, 2025 (approved October 2, 2026)
GMEC approved	Pending

1. Purpose

This policy establishes requirements and procedures for the recruitment, eligibility, selection, and appointment of residents and fellows in University of Arizona College of Medicine – Tucson (UACOM-T) graduate medical education programs. It supports compliance with applicable Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements, Common Program Requirements, Recognition Requirements, and specialty-specific requirements.

2. Scope

This policy applies to:

- all UACOM-T ACGME-accredited residency and fellowship programs;
- all GMEC-approved Non-Standard Training (NST) programs; and
- program leaders, selection committees, and administrative staff involved in recruitment, eligibility review, selection, appointment, transfer, and onboarding.

3. Definitions

Trainee	A resident or fellow enrolled in an ACGME-accredited or GMEC-approved NST program.
Program leadership	The program director and other program personnel assigned responsibility for recruitment, selection, eligibility review, appointment, or onboarding.
Transfer	A trainee who moves between programs or enters a program at an advanced level, as described in Section 8.
Matriculation	The date on which the trainee begins participation in the program.

4. Roles and Responsibilities

4.1 Program leadership

- Determine and document each applicant's eligibility under institutional, ACGME, specialty-specific, employment, clinical-site, licensure, and immigration requirements.
- Provide required information to applicants at the time of interview invitation.
- Complete required verification for prerequisite education, competency, transfers, and eligibility exceptions.
- Ensure selected applicants complete onboarding and sign the written agreement of appointment (BUM-G Resident Fellow/NST Employment Agreement) before training begins.

4.2 GME Office

- Maintain the prospective residents and fellows website and the institutional information provided to applicants.
- Collect annual program attestations regarding required applicant disclosures and board-eligibility information.
- Coordinate GMEC review of exceptional-qualification requests and required follow-up documentation.

4.3 GMEC

- Oversee institutional compliance with recruitment, eligibility, selection, and appointment requirements.
- Review and approve requests to appoint exceptionally qualified international graduates when permitted by the applicable Review Committee.
- Review required Clinical Competency Committee (CCC) evaluations following appointment under an eligibility exception.

5. Applicant Eligibility

5.1 Basic medical education eligibility

To be eligible for appointment to an ACGME-accredited program, an applicant must meet at least one of the following:

- Graduate from a U.S. or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME).
- Graduate from a U.S. college of osteopathic medicine accredited by the American Osteopathic Association (AOA).
- Graduate from a medical school outside the United States or Canada and, before appointment, either hold a currently valid Educational Commission for Foreign Medical Graduates (ECFMG) certificate or hold a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in the applicant's current ACGME specialty or subspecialty program.

5.2 Additional eligibility requirements

Program leadership must also verify that each applicant:

- meets all applicable ACGME institutional and specialty-specific requirements;
- meets the employment requirements of Banner – University Medical Group (B-UMG), including the essential requirements listed in the trainee job description, with or without reasonable accommodation;
- meets the eligibility requirements of every affiliated clinical site at which the trainee will perform clinical duties; and
- meets all prerequisite postgraduate clinical education requirements for entry or transfer.
- **If program leadership is aware that an applicant may not meet employment requirements of B-UMG, the program leadership must reach out to the GME office and the Banner Physician Executive to discuss PRIOR to ranking.**

5.3 Prerequisite postgraduate clinical education

Program leadership must:

- review the applicant's medical school, graduation date, and ECFMG certificate, when applicable;
- verify that **all years** of required postgraduate clinical education was completed in an eligible program, as defined by the applicable ACGME Common and specialty-specific Program Requirements;
- verify the entering trainee's competency in the required field using ACGME, CanMEDS, or ACGME-I Milestones evaluations, as applicable; and
- identify and follow any additional prerequisite education specified by the specialty's Review Committee.

6. Recruitment and Applicant Disclosures

6.1 Information required with an interview invitation

When inviting an applicant to interview, program leadership must provide a link to the UACOM-T prospective residents and fellows website and ensure access to the following information:

Institutional and employment information	Program-specific information
• This GMEC policy	• Expected or required academic, educational, and prior-training credentials
• Stipends and benefits	• Information related to eligibility for the relevant specialty board examination(s)
• Health insurance for trainees and eligible dependents	• Any specialty-specific eligibility, selection, or appointment requirements
• Disability insurance	
• Professional liability coverage	
• Vacation and leave policy, including medical, parental, and caregiver leave	
• Written agreement of appointment/contract	
• Pre-employment drug testing and background check	
• Visa and licensure information	

UACOM-T prospective residents and fellows website: <https://medicine.arizona.edu/education/residencies-fellowships/prospective-residents-fellows>

6.2 Annual attestation

Each year, the GME Office will require programs to attest that they:

- provide the UACOM-T prospective residents and fellows website link to every applicant invited to interview; and
- provide specialty-specific board certification eligibility information to every applicant invited to interview.

Programs are encouraged to use the draft sample letter in the ACGME Guide to the Common Program Requirements when providing board-eligibility information.

7. Selection

- Programs must participate in, and attempt to fill, all entry-level positions through the National Resident Matching Program (NRMP) Match or another national matching program, when available.
- Selection decisions must be limited to applicants who meet the applicable eligibility and prerequisite-training requirements, except when a Review Committee permits an eligibility exception and the program completes the process in Section 9.

8. Transfers

8.1 Who is considered a transfer

A trainee is considered a transfer when the trainee:

- moves from one program to another within the same or a different Sponsoring Institution;
- moves from one program to another within the same or a different specialty; or
- enters as a PGY-2 in a program that requires a preliminary year.

A trainee is not considered a transfer when the trainee successfully completes a residency and is then accepted into a subsequent residency or fellowship.

8.2 Documentation required before acceptance

Before accepting a transferring trainee, the program director must obtain written or electronic verification of prior educational experiences and performance from the transferring program, including:

- evaluations, completed rotations, and applicable procedural or operative experiences or case logs;
- a summative competency-based performance evaluation;
- written confirmation that the trainee understands the impact of the transfer on their eligibility for their intended specialty board's initial certification.

9. Eligibility Exceptions for Exceptionally Qualified International Graduates

A program may use this pathway only when the applicable Review Committee permits the exception. Program leadership is responsible for confirming that the exception is available and that all specialty-specific conditions are satisfied.

1. The program director and the program's selection committee evaluate the applicant's suitability based on prior training and summative evaluations.
2. The program director prepares a letter of support confirming review of the applicant's materials and explaining how the applicant meets the required qualifications and conditions.
3. The program submits the letter of support and the applicant's curriculum vitae to the GMEC for review and approval before offering the applicant a position. If the applicant will be ranked in a Match, the materials must be submitted before the rank list deadline.
4. The program verifies current ECFMG certification and provides a copy of the certification for GMEC review.
5. Within 12 weeks after matriculation, the CCC evaluates the trainee's performance.
6. The program submits documentation of the CCC evaluation to the GMEC for review and approval.

10. Appointment and Onboarding

10.1 Pre-employment requirements

- After selection and before the program start date, the trainee must complete all onboarding requirements by the deadlines established by the program, the UACOM-T GME Office, and B-UMG.
- A selected trainee who is not a U.S. citizen must provide documentation establishing authorization to work legally in the United States.
- UACOM-T programs may accept applicants eligible for J-1 visa status. B-UMG reviews requests for other visa classifications case by case.

10.2 Written agreement of appointment

Each trainee must sign the BUM-G Resident Fellow/NST Employment Agreement before beginning training. The agreement remains active for the duration of that training program. A trainee who begins a different UACOM-T training program must sign a new agreement.

The written agreement (resident fellow/NST employment agreement) must contain or reference:

- Trainee responsibilities.
- Duration of appointment.
- Financial support.
- Conditions for reappointment and promotion.
- Grievance and due-process procedures.
- Professional liability insurance, including a summary of pertinent coverage information.
- Health insurance for trainees and eligible dependents.
- Disability insurance.
- Vacation and leaves of absence, including medical, parental, and caregiver leave, consistent with applicable law.
- Timely notice of how leave may affect completion requirements.
- Information related to specialty board examination eligibility.

- Institutional policies on clinical and educational work hours and moonlighting.

10.3 Failure to meet eligibility and/or pre-employment requirements by the start date

- A trainee who cannot satisfy all eligibility requirements by the program start date will be placed on administrative leave pending proof of eligibility.
- The program director and/or Designated Institutional Official (DIO) will determine the length of leave based on the nature of the unmet requirement.
- Training may be extended when necessary to meet program-completion and board-certification requirements.
- If the trainee does not satisfy eligibility requirements in a timely manner, the program may rescind the offer of appointment without an opportunity to appeal.

11. Accuracy of Application Materials

Falsification or material omission in any application document is grounds for disciplinary action, including dismissal, as described in the UACOM-T Due Process Guidelines for Residents and Fellows.

Appendix A. ACGME Requirements Referenced by This Policy

The excerpts below are included for convenient reference. Programs remain responsible for following the current ACGME Institutional, Common, Recognition, and specialty-specific Program Requirements applicable to their program.

A.1 Institutional Requirements (Reformatted, 2025)

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.

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.

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 appointment.

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.

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 items summarized in Section 10.2 of this policy.

A.2 Common Residency/Fellowship/One-Year Fellowship Requirements (July, 2026)

2.6.I./2.5.I. 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.

3.6./3.5. Prior to accepting a transfer resident/fellow, the program must obtain from the resident/fellow and retain written confirmation that the resident/fellow understands the impact of the transfer on their eligibility for their intended specialty board's initial certification.

A.3 Common Residency Program Requirements (July, 2026)

3.3. 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 meets all required additional qualifications and conditions, including evaluation by the program director and residency selection committee, GMEC review and approval, and verification of 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.

A.4 Common Fellowship/One-Year Fellowship Program Requirements (July, 2026)

3.2. 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)

3.2. 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. Programs must receive verification of each entering fellow's level of competence using the Milestones framework specified by the applicable Review Committee and option. The Review Committee must further specify prerequisite postgraduate clinical education.

3.2.b. When permitted by the Review Committee, an ACGME-accredited fellowship program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements in 3.2 but meets the required additional qualifications and conditions.

3.2.b.1. Required conditions include evaluation by the program director and fellowship selection committee based on prior training and summative evaluations in the core specialty; GMEC review and approval; and verification of 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.

Appendix B. Program Checklist

Stage	Required action	Complete
Before interviews	Confirm eligibility criteria and specialty-specific requirements; update applicant materials.	☐
Interview invitation	Provide the institutional website link and specialty board-eligibility information.	☐
Before ranking/offer	Verify required education, ECFMG status when applicable, and employment/site eligibility.	☐
Exception pathway	Obtain GMEC approval before offer or rank-list submission, as applicable.	☐
Transfer applicant	Obtain prior experience verification and summative evaluation before acceptance.	☐
Transfer applicant	Obtain and retain written confirmation that the trainee understands the impact of the transfer on their eligibility for their intended specialty board's initial certification.	☐
Before start date	Complete onboarding, employment authorization, and written agreement of appointment.	☐
Within 12 weeks	For an eligibility exception, complete CCC evaluation and submit documentation to GMEC.	☐
Annually	Complete GME Office attestations regarding applicant disclosures and board-eligibility information.	☐