

UPMC Medical Education

Policies and Procedures

Approved by:

GME Committee: 11/12/2014
Latest Revision: 05/26/2016

Department:	Graduate Medical Education
Title:	Resident/Fellow Recruitment, Eligibility, Selection and Transfer Policy
Purpose:	Establish institutional guidelines governing the recruitment, eligibility, selection and transfer of residents and fellows in programs sponsored by UPMC ME
Scope:	All accredited graduate medical education programs, Special Non Accredited Programs (SNAPs), and all other programs under the purview of the GMEC.
Responsible Parties:	Designated Institutional Official and VP for GME

Policy: Programs should emphasize the recruitment of high quality applicants from peer institutions or outstanding candidates from other LCME-accredited medical schools. In the process, all UPMC ME programs must adhere to the following principles:

1. Accredited Programs: Programs accredited by ACGME, AOA, or other professional oversight bodies must adhere to all relevant selection requirements.

2. For ACGME accredited programs, candidates must meet the Institutional, Common Program and Specialty Specific Program Requirements of the Accreditation Council for Graduate Medical Education. Such candidates include:

a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).

b) Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).

c) Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:

(1) Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or,

(2) Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are training.

d) Graduates of medical schools outside the United States who have completed a Fifth Pathway¹ program provided by an LCME-accredited medical school.

e) Exceptional candidates for either residency or fellowship who meet all requirements and procedural details of sections III A, 1 and 2 of ACGME Common Program Requirements will have their qualifications reviewed and approved by the GMEC or a subcommittee of the GMEC. See Attachment A for further details.

f) For ACGME-accredited residencies/fellowships requiring post-graduate clinical education prior to entry into the program, the training must be completed in ACGME-accredited residency programs or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs. Verification of each applicant's competency in the required clinical field must be obtained from ACGME or Can MEDS milestones assessments from the prior training program (effective for residents/fellows entering programs after June 30, 2016). Exceptions will be considered for specialties in which the Review Committee has granted an exception to the eligibility requirements. When prior training is involved, if a PG year is to be repeated after transfer or selection, DIO and VP of GME approval is required.

3. Programs should select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, personal qualities and ability to benefit from, and participate in, the program to which they are appointed. Programs may not accept more residents to positions than those approved and fully funded by the participating hospitals or other sources for the duration of the appointment.

4. Programs **must** not discriminate on the basis of race, color, religion, national origin ancestry, sex, age, marital status, family status, sexual orientation, disability or veteran status.

5. Programs **must** select residents who are eligible for a Graduate Medical Training License and satisfy requirements necessary for training in the Commonwealth of Pennsylvania. They should possess capabilities expected of a physician licensed in the commonwealth to practice their specialty upon graduation. Note: SNAP candidates must be eligible for an unrestricted medical license.

6. In selecting from among qualified applicants, all UPMCME programs should participate in an organized matching process, when such is available:

- All Accreditation Council for Graduate Medical Education (ACGME) and AOA accredited programs sponsored by the UPMC ME must participate in the National Resident Matching Program (NRMP), when such is available. These Programs must adhere to the rules outlined by the NRMP, and programs must adhere to specialty match requirements/rules where applicable.
- The GME Office will monitor the selection of residents and fellows **outside of the MATCH**.

7. Programs are encouraged to develop additional program-specific selection policies for the selection of residents, with special consideration to (b & c) above, visa² status and criteria for non-LCME candidates.

8. Benefits and Conditions of Appointment: Candidates for programs (applicants who are invited for an interview) must be informed, in writing or by electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their eligible dependents; and the conditions under which the Sponsoring Institution provides call rooms, meals, laundry services, or their equivalents.

9. Before accepting a resident or fellow who is **transferring from another program**, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

 Rita M. Patel, MD
 Designated Institutional Official
 UPMC Medical Education

 Date

 Anna Roman, PhD, MPA
 Vice President
 UPMC Medical Education

 Date

Review Dates:

3/29/1996 Board of Trustees	3/30/2004 Alexander J. Ciocca, Esquire	9/24/2014 Alexander J. Ciocca, Esquire		
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Revision Dates:

2/11/2004 Marlene Cooper 9/14/2007 Karen Navarra 1/16/2008 Karen Navarra 6/4/2009 Rita M. Patel, MD 9/10/2010 Karen Navarra 10/14/2014 Frank Kroboth

¹ A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions: (1) have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States medical school; (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) have attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).

² UPMCME Graduate Medical Education Resident Visa Policy is available on the GME website at www.upmc.com/departments/gme