UPMC Medical Education

Policies and Procedures

Approved by
GME Committee: 11/11/2026

Effective: 12/1/2026

Department:	Graduate Medical Education
Title:	**Trainee Recruitment, Eligibility, Selection, Appointment, and Transfer Policy**
Purpose:	Establish institutional guidelines governing the recruitment, eligibility, selection, appointment, and transfer of trainees in programs sponsored by UPMC Medical Education (ME)
Scope:	All UPMC Medical Education-sponsored Training Programs
Responsible Parties:	Designated Institutional Official; Vice-President, Graduate Medical Education

Policy: Programs should emphasize the recruitment of the highest quality applicants. In the process, all UPMC ME programs must adhere to the following principles:

1. Accredited Programs: Programs accredited by Accreditation Council for Graduate Medical Education (ACGME) 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 ACGME. Such candidates must be one of the following:

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

    b) Graduates of medical schools in Canada accredited by the Liaison Committee on Medical Education (LCME). Graduation must have occurred before July 1, 2025.

    c) Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA).

    d) Graduates of medical schools outside the United States who meet one of the following qualifications:

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

(ii) Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are training. An Institutional Medical License is not considered an unrestricted license, as it is a limited in scope credential with specific conditions, and it does not grant the same rights as a license without restrictions.

e) 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 or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation. Verification of each applicant's competency in the required clinical field must be obtained from ACGME or CanMEDS or ACGME-I milestones evaluations from the prior training program. 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 post graduate year is to be repeated after transfer or selection, DIO and VP of GME approval is required.

f) Exceptional candidates for either residency or fellowship who meet all requirements and procedural details as well as any specialty specific eligibility requirements must have their qualifications reviewed for approval by the GMEC (following initial review and approval by the ARQC subcommittee). Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

3. The program director has responsibility, authority, and accountability for trainee recruitment and selection for the program, including adherences to the program's established procedure for applicant recruitment and selection. This is usually accomplished in concert with a trainee selection committee and department chair, if applicable. The program director must adhere to ACGME program or other accrediting bodies' requirements and all other regulatory eligibility requirements. UPMC ME will support the program director against any persons seeking to inappropriately influence the selection process. 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 trainees to positions than those approved and fully funded by the participating hospitals or other sources for the duration of the appointment. All complement increases must be approved by UPMC ME, ACGME Review Committees, or other accrediting bodies' committees, based upon the specialty specific program requirements.

4. Programs must engage in practices that focus on mission-driven recruitment and retention of an inclusive workforce of trainees. Programs **must not** discriminate on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender identity, or marital, familial or disability status or status as a protected Veteran or any other legally protected group status.

5. Programs **must** select trainees who are eligible for a Graduate Medical Training License (as necessary by specialty) and satisfy requirements necessary for training in the Commonwealth of Pennsylvania. They should be deemed capable of reaching the performance standards of a licensed practitioner

through our training process. Note: Non-Standard Training (NST) Program candidates must be eligible for a Pennsylvania medical license without restriction.

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

    - All ACGME accredited **residency** programs sponsored by the UPMC ME must participate in the National Resident Matching Program (NRMP), when such match is available. These programs must adhere to the rules outlined by the NRMP, and programs must adhere to specialty match requirements/rules where applicable.
    - All ACGME accredited **fellowship** programs sponsored by the UPMC ME should participate in the National Resident Matching Program (NRMP), when such match is available. These programs must adhere to the rules outlined by the NRMP, and programs must adhere to specialty match requirements/rules where applicable.
    - UPMC ME will monitor the selection of residents and fellows **outside of the MATCH**. Any outside of match applications must be reviewed and approved by the DIO or designee prior to extending an official offer to the candidate.

7. Programs are encouraged to develop additional program-specific selection policies or guidelines for the selection of trainees, with special consideration to Item 6 above, visa[1] status and criteria for non-LCME candidates. Such program specific policies must also conform to all pertinent ACGME and NRMP requirements.

8. Programs with osteopathic recognition should appoint trainees in compliance with the ACGME Osteopathic Recognition Requirements Section II.

9. 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.

10. Before accepting a trainee who is **transferring from an accredited program**, the program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring trainee, and milestone (if applicable) evaluations upon matriculation.

11. Allied Health Programs: For (ASHP) programs, please refer to Standard 1 for Recruitment and Selection of Residents. For (CODA) programs, please refer to The National Matching Services site. For (CPME), please refer to Standard 3. All other Allied Health Programs are subject to individual addendums, policies, and procedures in conjunction with the UPMC ME policy.

Gregory M. Bump, MD
Designated Institutional Official
UPMC Medical Education

11/7/2026
Date

Samantha Cascone, MPA
Vice President
UPMC Medical Education

11/16/2026
Date

[1] UPMC Medical Education Resident/Fellow Visa Policy is available on UPMC ME MedHub and upmc.com