

UPMC Medical Education

Policies and Procedures

Approved by:

GME Committee: 7/13/2022

Department: Graduate Medical Education

Title: **Resident/Fellow Recruitment, Eligibility, Selection, Appointment, and Transfer Policy**

Purpose: Establish institutional guidelines governing the recruitment, eligibility, selection, appointment, and transfer of residents and fellows in programs sponsored by UPMC ME

Scope: All UPMC Medical Education-sponsored Residency and Fellowship programs

Responsible Parties: Designated Institutional Official; Vice-President, Graduate Medical Education

Policy: Programs should emphasize the recruitment of high-quality applicants from peer institutions or outstanding candidates from other accredited medical schools. 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 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 Commission on Osteopathic College Accreditation (AOACOCA).
 - c) Graduates of medical schools outside the United States and Canada 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.
 - d) 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.

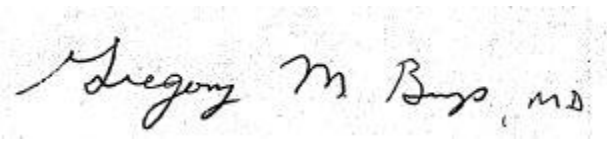
- e) Exceptional candidates for either residency or fellowship who meet all requirements and procedural details of sections III.A.4 of the ACGME Common Program Requirements (Residency) or Section III.A.1.c) of the ACGME Common Program Requirements (Fellowship)* as well as any specialty specific eligibility requirements** must have their qualifications reviewed for approval by the GMEC or a subcommittee of the GMEC. Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

* <http://www.acgme.org/What-We-Do/Accreditation/Common-Program-Requirements>

** <http://www.acgme.org/Specialties>

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 resident selection committee and department chair. The program director must adhere to ACGME program 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 Medical Education and the ACGME Review Committees.
4. Programs must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and 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 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: Special Non-ACGME Accredited Program (SNAP) 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 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.
 - 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 6 above, visa¹ 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 another 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 evaluations upon matriculation.



7/13/2022

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

Date



Samantha Cascone, MPA
Vice President
UPMC Medical Education

7/13/2022

Date

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