

**Policy of the Graduate Medical Education Committee**

**Section: Educational Administration**

**Subject: Recruitment and Appointment**

**Number: 1.200**

**Date Developed: 1/89**

**Last Review/Revision: 8/08, 11/09, 8/2010, 9/2011, 7/2012, 12/2013, 5/2014, 10/2015**

**Replaces: policy same name, dated 8/2010**

**ACGME Requirements: Institutional IV.A. & B.; Common: III.A.**

**Purpose**

To define the requirements and procedures for the application, eligibility, selection, and appointment of residents to residency programs (includes fellows and fellowship programs) sponsored by the University of Arkansas for Medical Sciences College of Medicine (UAMS-COM).

**Policy**

- A. The eligibility, recruitment and appointment of residents to programs sponsored by the UAMS-COM is based on, and is in compliance with, the institutional, and specific program requirements of the Accreditation Council for Graduate Medical Education (ACGME).
- B. Each program must establish and implement written criteria and procedures for the eligibility, application and selection processes of residents based on this GMEC policy (1.200). Implementation of the program policy is the responsibility of the Departmental Chairperson, the Program Director, and/or departmental faculty.
- C. Programs that sponsor visas must plan for the additional administrative burden and financial resources required for sponsorship. Frequently, foreign nationals require extended time (funding) in the program due to immigration document processing.
- D. NRMP Terms and Conditions of the Match (5.1 Match Commitment) states that failure to start the training program on the date specified in the appointment contract, without a waiver from the NRMP, constitutes a breach of the Match Agreement and may result in penalties. .
- E. The program must not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status or genetics.
- F. A program's compliance with the terms of this policy is monitored each June when the Program Director and/or Program Coordinator submits to the Director of Housestaff Records verification that all incoming residents of the program meet the eligibility requirements.
- G. Transfers must meet eligibility and selection criteria and successfully complete the criminal background check. Refer to GMEC policy 1.210 Residents Transferring between Residency Programs for transfer procedures.
- H. Health insurance benefits will begin for the residents and their family on the first officially-recognized day of the program.

- I. If an applicant's required training time will extend beyond the initial residency period (IRP) assigned by CMS for funding, arrangements must be made through the GMEC Finance Advisory Group. An example is a resident who changes programs by re-entering the Match, since Centers for Medicare and Medicaid Services (CMS) does not ever assign a new Initial Residency Period (IRP).

## **Procedure**

### **I. Application Process**

All accredited core programs must participate in the NRMP except for those specialty programs who either participate in a separate matching program or for which there is no established match process.

The NRMP requires applicants (i.e., person invited for an interview) receive a written copy of the contract the applicant will be expected to sign if matched to the program, or a copy of the contract currently in use, and institutional policies regarding eligibility for appointment (GMEC policy 1.200).

The ACGME requires applicants receive, either through written or electronic means, the terms, conditions and benefits of appointment (and employment). This information is available in the UAMS-COM Resident Handbook at <http://medicine.uams.edu/current-residents/resident-handbook/benefits-2/> It is the responsibility of the Program Director to ensure applicants receive these documents.

The application process should include the following:

- A. How and to whom an application must be submitted,
- B. Deadlines, if any, for application submission,
- C. Contents of a completed application,
- D. The process of notification in the event an applicant is selected for interview, and
- E. The method by which each applicant is informed of the terms, conditions and benefits of appointment (and employment).
- F. A statement informing the candidate that at the time of interview, he/she will complete a self-disclosure form listing all convictions, guilty pleas, pleas of no contest (or nolo contendere) to any felony, misdemeanor or any offense other than a minor traffic violation. Candidates are encouraged to confidentially discuss, with the program director prior to acceptance of an interview, any issues that might prevent entry on the Rank Order List for appointment.
- G. How any other ACGME program-specific requirements are met (i.e. some RRCs state residents must be informed in writing of length of program) .

### **II. Eligibility**

In addition to ACGME requirements, the following apply.

- A. Since pursuing a career in Arkansas is desired, no program shall admit a resident/fellow that the Arkansas State Medical Board (ASMB) will not consider for an Arkansas license. See Arkansas Medical Practices Act 17-95-401 through 17-95-407 on Licensing, Regulations 3 & 14 of the Regulations of the Arkansas State Medical Board. An educational license is not sufficient to meet this eligibility requirement.

- B. Successful completion of any step of the USMLE or COMLEX in no more than 3 attempts per step (ASMB Regulations 3 & 14)
- C. If not using NRMP, it is strongly recommended the program's eligibility include a time deadline by which person must be physically present to begin the program.
- D. An applicant must be able to carry out the duties as required of the residency program.
- E. An applicant must demonstrate the following English language proficiency to the satisfaction of the Program Director:
1. Proficiency in reading and writing (printing) English text,
  2. Proficiency in understanding spoken English on conversational and medical topics, and
  3. Proficiency in speaking English on conversational and medical topics.
- Any appointed resident found to be in violation of the English proficiency eligibility requirement will be referred, at the expense of the program, for appropriate remediation.
- F. The ability to reside continuously in the U.S. for the entire length of training.
- G. Other eligibility requirements may include, but are not limited to, the following:
1. Application submitted only through the Electronic Resident Application System (ERAS), if available and participation in the National Resident Matching Program (NRMP) or other matching process.
  2. A maximum length of time elapsed since completion of medical school training.
  3. A maximum length of time elapsed since the practice of medicine as a physician.
  4. A commitment to complete the entire residency/fellowship program.
  5. A commitment to taking and passing the specialty boards.

### **III. Selection**

- A. The program's written procedure will include the criteria and procedure used by the program to select residents and the length of time the program keeps the applications on file.
- B. The selection process should include, at a minimum, a review of eligible applicants by a program selection committee, individual interviews, and/or written interview evaluations.
- C. Commitment to pursue a career in the selected specialty within the State of Arkansas should weigh heavily in the selection criteria.
- D. Other criteria for selection may include, but is not limited to:
- Performance on standardized medical knowledge tests
  - Overall academic performance in medical school (for residency programs)
  - Demonstrated ability to choose goals and to complete the tasks necessary to achieve those goals
  - Maturity and emotional stability
  - Honesty, integrity, and reliability
  - Lack of history of drug or alcohol abuse
  - Prior research and publication experience
  - Verbal and written communication skills (personal statement and interviews)
  - Letters of recommendation from faculty
  - Dean's letter (for residency program applicants)

- Medical school transcript (for residency program applicants)
- *Summative evaluation from residency program or other evaluation informative of competency education and/or Milestone achievement (for fellowship program applicants)*
- A commitment to complete the entire training program

#### IV. Criminal Background Checks

All candidates for residency positions will be notified upon invitation for interview (or during telephone interview if an in-person interview will not be held) that all appointments to residency positions are contingent upon successful completion of a criminal background check. This procedure includes all College of Medicine faculty, as well as faculty from other institutions, applying for UAMS fellowships.

- A. At the time of the interview, candidates must complete and return to the program coordinator or program director a self-disclosure form listing all convictions, guilty pleas, pleas of no contest (or nolo contendere) to any felony, misdemeanor or any offense other than a minor traffic violation. Candidates will be encouraged to confidentially discuss, with the program director prior to acceptance of an interview, any issues that might prevent entry on the Rank Order List for appointment.
- B. The program will review all self-disclosure forms prior to listing candidates on the Rank Order List.
- C. Upon notification of match or selection of appointment, candidates will be asked to complete a consent for criminal background check form. This must be done by the deadline noted on the instructional sheet provided to the resident/fellow by the program.
- D. Background checks will be obtained, and results reviewed by a designated member of the institutional GME Office.
- E. The DIO and the UAMS-COM Assistant Dean for Housestaff Affairs will be notified when candidates have completed the background check without potentially unfavorable information.
- F. If potentially unfavorable information is revealed on the background check, the Program Director and DIO will be notified. After consultation with the DIO, the Program Director will notify the candidate of the potentially unfavorable information. The candidate will have the opportunity to submit additional information to address the potentially unfavorable information, within fourteen business days of notification
- G. After consultation with the DIO and review of any information submitted by the candidate to address the potentially unfavorable information, the Program Director will determine if the appointment will be honored or withdrawn.
- H. A candidate whose offer of appointment has been withdrawn because of criminal background check information may request reconsideration, in writing and with any relevant supporting documentation, by the Executive Associate Dean for Academic Affairs. The request must be submitted to the Executive Associate Dean for Academic Affairs within five business days of notification of the decision of the Program Director
  - 1.) The Executive Associate Dean for Academic Affairs will review the matter and will notify the candidate that the decision of the Program Director is upheld or reversed within fifteen business days of receiving the request for reconsideration
  - 2.) Solely at his discretion, the Executive Associate Dean for Academic Affairs may convene a panel of faculty members and at least one current resident to assist him in reaching a decision.
  - 3.) There is no requirement for a hearing
  - 4.) The decision of the Executive Associate Dean for Academic Affairs is final.
- I. For individuals that started on or after July 1, 2008, and are transitioning between UAMS sponsored residencies or a UAMS residency to a UAMS fellowship will not be required to complete a criminal background check unless there has been a separation from service or the Institution for 90 days or

more, including, but not limited to, unpaid leave. Individual departments will have the option to conduct a criminal background check on any person transitioning to their department if they so choose; however, the background check will be conducted at the expense of the department.

## **V. Registration**

Upon verification by the Program Director that an applicant has met eligibility requirements, completed the application process, and been selected according to established criteria, the following information must be received by the UAMS-COM Director of Housestaff Records for registration:

- A. Evidence of successful completion of a criminal background check with favorable results. (GMEC policy 1.200)
- B. Documentation of a negative drug test no more than 30 days prior to start date (UAMS Administrative Guide policy 3.1.14),
- C. Verification of successful graduation if previously anticipated. For graduates of US or Canadian medical schools this includes a final official transcript, or letter from the Registrar, or a notarized copy of the diploma. For graduates of medical schools outside the US and Canada, this includes a currently valid ECFMG certificate,
- D. All of the following forms (with valid signature):
  - 1. Resident Agreement of Appointment (contract),
  - 2. Medical Records Agreement,
  - 3. Attestation acknowledging receipt of GMEC policies/procedures and Terms and Conditions of Appointment, and Benefits
  - 4. Confidential Practitioner Health Questionnaire,
  - 5. Employee Drug Free Awareness Statement,
  - 6. Housestaff Medical Screening Form,
  - 7. Postdoctoral Medical Education Biographical Data Form
  - 8. Long Term Disability Form
  - 9. I-9, State & Federal Tax Forms
  - 10. Direct Deposit Authorization Form
- E. Copy of a valid VISA (if applicable).
- F. Incoming resident/fellows are expected to attend Orientation/Registration in mid-June.

## **VI. Appointment**

The Resident Agreement of Appointment is for the duration of not longer than 1 year but may, under some circumstances, be less than 1 year.

A resident is considered appointed in the College when all registration information has been submitted to the director of Housestaff Records.