Policy 1.200 Graduate Medical Education Committee
Section Educational Administration
Subject Recruitment, Selection, Eligibility and Appointment
Policy Requirements ACGME Institutional: 4.2.; 4.2.a.; 4.2.a.1-3.; 4.2.b.; 4.2.b.1-3.; 4.3 UAMS Administrative Policy 4.5.31 GMEC Policy 1.210, 2.120
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Purpose: To address recruitment, selection, eligibility and appointment.

Policy: The College of Medicine (COM) Graduate Medical Education Committee (GMEC) policy outlines the process for resident/fellow recruitment, selection, eligibility and appointment consistent with Accreditation Council for Graduate Medical Education (ACGME) Institutional and Common Program Requirements. This policy defines how the COM Sponsoring Institution (SI) monitors each of the ACGME accredited programs for compliance.

Process: Each program must maintain a written policy that describes the program's recruitment, selection, eligibility and appointment processes. The written policy must describe how the program ensures each applicant meets their ACGME program-specific eligibility requirements and outlines criteria, including requirements related to:

- a resident's/fellow's ability to perform clinical and other duties,
- the procedure used by the program to select residents/fellows, and,
- the length of time the program keeps the applications on file.

Program Directors must have the responsibility, authority and accountability for resident/fellow recruitment and selection.

<u>Recruitment</u>

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, as appropriate, based on their ACGME specialty-specific requirements.

Each program must ensure that any applicant invited to interview for a resident/fellow position must be informed of the terms, conditions, and benefits of appointment to the ACGME-accredited program using COM SI's electronic interview acknowledgement form prior to the interview date. Information provided must include:

- Stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows;

- Institutional policy for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence;
- Health insurance accessible to residents/fellows and their eligible dependents.

Programs must provide information regarding visa sponsorship to applicants, as appropriate. Programs that sponsor visas must plan for the additional administrative and financial resources required for sponsorship. Foreign nationals may require extended time (funding) in the program due to immigration document processing. Programs may need to assume responsibility for funding outside of traditional program year(s).

Selection

Programs must use a fair, structured, and documented evaluation process that assesses academic achievement, professionalism, communication skills, and potential for success. Residents and fellows must be selected based on preparedness, ability, aptitude, academic credentials, communication skills, and the goals and mission of the program.

The selection process should include, at a minimum, a review of eligible applicants by the program, individual interviews, and written interview evaluations. Criteria used for selection must be outlined in the program's policy.

Programs must not discriminate with regard to race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, veteran status, and/or political beliefs or affiliations.

Eligibility

Each program must ensure that all candidates meet ACGME eligibility requirements as outlined in Section 3 of their ACGME specialty-specific program requirements. For candidates that do not meet ACGME eligibility requirements, programs must follow the exceptional candidate process for review and approval of candidates by COM GMEC.

Appointment

Programs participating in the National Resident Matching Program (NRMP) or other matching services must follow respective match participation rules. The NRMP Match Participation Agreement for Application and Programs (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.

The COM SI ensures that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The COM SI monitors each of its programs with regard to implementation of terms and conditions of appointment. The resident/fellow agreement of appointment is for the duration of no longer than one year but may, under some circumstances, be less than one year.

All candidates for residency/fellowship programs are subject to background checks in accordance with UAMS Administrative policy 4.5.31.

A resident/fellow is considered appointed in the COM when all required onboarding processes have been successfully completed.

In addition to ACGME requirements, the following criteria must be considered prior to appointment:

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 Sections 17-95-401 through 17-95-414 on Licensing, Rules 3 & 14 of the Rules of the Arkansas State Medical Board.
b) Successful completion of any step of the USMLE or COMLEX in no more than 3 attempts per step (ASMB Rules 3 & 14)
c) An applicant must demonstrate the following English language proficiency:
    1. Proficiency in reading and writing (printing) English text;
    2. Proficiency in understanding spoken English on conversational and medical topics;
    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.
d) The ability to reside continuously in the U.S. for the entire length of training.

Monitoring

A program's compliance with the terms of this policy is monitored annually when the Program Director and/or Program Coordinator submits to the Housestaff Office verification that all incoming residents/fellows of the program meet the eligibility requirements.