Policy 1.200 Graduate Medical Education Committee
Section Educational Administration
Subject Recruitment and Appointment
Policy Requirements ACGME Institutional: 1.13.o.;3.2.g.; 6.;4.2;4.3 ACGME Common: 1.7; 2.6; 3.2; 3.3 UAMS Administrative Policy 4.5.31 GMEC Policy 1.210, 2.120
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Purpose

To define the requirements and procedures for the recruitment and appointment of residents/fellows to Accreditation Council for Graduate Medical Education (ACGME) accredited programs sponsored by the University of Arkansas for Medical Sciences College of Medicine (UAMS COM). To define the process for monitoring each of the ACGME accredited programs for compliance.

Policy

A. The recruitment and appointment of residents/fellows to programs sponsored by the UAMS COM is based on, and complies with, the institutional, common and program specific requirements of the ACGME.

B. Each program must establish and implement written policies and procedures for the eligibility, application, and selection processes of residents/fellows based on this policy. Each program's written procedures will contain the criteria, including requirements related to a resident's/fellow's ability to:
   - perform clinical and other duties,
   - procedure used by the program to select residents/fellows, and,
   - the length of time the program keeps the applications on file.

   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. Programs may need to assume responsibility for funding outside of traditional program year(s).

D. The National Resident Matching Program (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.

E. The program 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. The program must have policies and procedures related to recruitment and retention of a diverse and inclusive workforce.

F. 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.

G. Transfers must meet eligibility and selection criteria and successfully complete the criminal background check. Program must ensure that Graduate Medical Education (GMEC) policy 1.210 on Resident/Fellow Transfers has been followed.

H. Health insurance benefits will begin for the residents/fellows and their family on the first officially recognized day of the program. New hires who are hired on the first of a month and/or have not completed their onboarding tasks, including having provided all the necessary documents including copies of their dependents birth certificates, and a marriage license will not have coverage for medical, dental and vision until the first of the FOLLOWING month.

I. If an applicant's required training time will extend beyond the initial residency period (IRP) assigned by Centers for Medicare and Medicaid Services (CMS) for funding, programs must verify that additional funds are available through the appropriate Graduate Medical Education (GME) mechanism. An example is a resident who changes programs by re-entering the Match, since CMS does not assign a new IRP. Information on extension of training is located in GMEC Policy 2.120 Extension of Training Program.

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

K. No one in an ACGME-accredited program will be paid a stipend greater than the UAMS COM PGY-7 scale. This policy recognizes that individuals in the same academic year of a program may be paid differently according to experience. Current stipend levels can be found at the following link to the UAMS GME Website, https://medicine.uams.edu/gme/residents/handbook/.

L. An applicant invited to interview for a resident/fellow position must be informed in, in writing or by electronic means, of the terms, conditions, and benefits of appointments to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointment.

Procedure

Recruitment

An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program:

a. graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,

b. graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or,

c. graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:

    (1) holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
    (2) holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in his/her current ACGME-accredited specialty/subspecialty program.

d. All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA-approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation.

e. Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.

Resident and Fellow Eligibility Requirements

[Review Committee to choose one of the following:]

Option 1: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.

Option 2: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program.

Resident and Fellow Eligibility Exception:
The Review Committee will allow the following exception to the fellowship eligibility requirements:

a. An ACGME-accredited fellowship program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements listed in III.A.1., but who does meet all of the following additional qualifications and conditions.

- evaluation by the program director and fellowship selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty; and,

- review and approval of the applicant's exceptional qualifications by the GMEC; and,

- verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.

- Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

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 Sections 17-95-401 through 17-95-407 on Licensing, Regulations 3 & 14 of the Regulations 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 Regulations 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.

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.

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