

COM GME Internal Medicine Program Policy

Policy 1.800 Internal Medicine
Section Education 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 ACGME Internal Medicine: 1.7; 2.6; 3.2; 3.3 COM GMEC: 1.200 UAMS Administrative Policies: 4.5.31
Version History Date developed: 04/2024; 08/2025 Revisions Approved: 10/2025 Reviewed by Program Evaluation Committee: 10/2025

Purpose: To define the requirements and procedures for the recruitment and appointment of residents.

Policy: This COM Internal Medicine program policy establishes and implements the eligibility, application and selection processes for residents to this program. This policy outlines the criteria for appointment including requirements related to a resident's ability to perform clinical duties. This policy outlines the length of time the program keeps applicants on file. This policy addresses the individual responsible for the implementation of this policy. The policy outlines the program's sponsorship of visas. The policy outlines the length of appointment and how the program determines if resident has successfully completed their appointment.

Process:

Recruitment Overview for UAMS Internal Medicine Program:

Application via ERAS: The UAMS Department of Internal Medicine uses the Electronic Residency Application System (ERAS), developed by the Association of American Medical Colleges, for its Categorical Internal Medicine and Medicine/Pediatrics programs.

Eligibility Requirements:

- Applicants must hold an MD or equivalent, obtained within in the last seven years.
- Both USMLE Part I and Part II CK must be passed.
- A minimum of three letters of recommendation required; a department chair's letter is optional.
- All candidates for residency/fellowship programs are subject to background checks in accordance with UAMS Administrative policy 4.5.31.

Required Application Documents:

- ERAS Application
- Curriculum Vitae
- Medical School Transcript (for all attended institutions)
- Medical Student Performance Evaluation
- Personal Statement
- Three letters of recommendation assessing clinical skills
- Letters from prior residency programs, if applicable
- Current ECFMG certification for International Medical Graduates
- Proof of citizenship or immigration status
- USMLE transcript

Interview Process:

- Reviewed by the Program Director and Application Review Committee
- Conducted by various faculty members and the Program Director
- Includes informal meet and greet with current residents and Chief Resident
- An applicant invited to interview for a resident position will 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.

Post Interview:

- A rank list is created by the Program Director, Associate Program Directors, and Program Manager and submitted to the National Resident Matching Program
- Applications are kept on file for 3 years.

International Graduates:

- Must have a current ECFMG certificate
- Sponsorship is available for J-1 clinical and H-1B visas.

Diversity Initiatives:

- The program has implemented multiple initiatives to enhance diversity, equity, and inclusion, including a holistic review of applications and standardized interview questions to minimize bias.
- The program does 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.

Health Insurance Benefits: Health insurance benefits will begin for the residents 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.

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

For more information regarding Recruitment and Appointment, please see the [UAMS COM GME policy 1.200](#)

Resources:

UAMS COM GME Policy 1.200