

**UNIVERSITY HEALTH CARE
HOSPITALS AND CLINICS**

GRADUATE MEDICAL EDUCATION

RESIDENT POLICIES AND PROCEDURES

RESIDENT SELECTION POLICY / PROCESS

GME 1.1

Review Date: January 2016

Chapter: Conditions for Employment

I. PURPOSE:

To outline eligibility and selection criteria for University of Utah School of Medicine Residents.

II. POLICY:

To be eligible for appointment to the House Staff at the University of Utah School of Medicine, an applicant must:

- Be a graduate of a US or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME) **--OR---**
 - Be a graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA) **--OR---**
 - Be a graduate of a dental school, accredited by the American Dental Association **-OR-**
 - Be a graduate of a medical school outside of the United States who meets one or more of the following qualifications: (1) Has a currently valid ECFMG certificate; (2) has completed a Fifth Pathway program provided by an LCME accredited medical school.

All PGY 1 positions for graduates right out of medical school will be offered following the guidelines and policies as established by the National Resident Matching Program.

All PGY1 applicants must have passed Parts 1 and 2 CS and CK of USMLE, or Parts 1 and 2CE and PE of COMLEX, or Part 1 of LMCC MCCQE prior to the time they will begin training. All PGY2 and above applicants must have passed Parts 1, 2CK and 2CS, and 3 of USMLE; or Parts 1, 2CE and 2PE, and 3 of COMLEX; or Parts 1 and 2 of LMCC MCCQE prior to the time they will begin training.

III. PROCEDURE:

Each program will have a written resident selection policy and process. This department policy will be submitted to the GME Office. It should state who is eligible to apply based on the above institutional requirements, as well as

materials needed for a complete application, and how to obtain an application or how to apply.

A program may send an applicant (among other things):

- Introduction letters from the department Chair and the Program Director
- Instructions for electronic application through E.R.A.S.
- Instructions for submitting an application and required documentation if E.R.A.S. does not apply
- Program brochure or web address
- Graduate Medical Education web address
- Other general information about the Salt Lake City area
- The following statement: “The University of Utah School of Medicine does not discriminate on the basis of gender, gender identity/expression, sexual orientation, race, age, religion, color, national origin, disability, genetic information, or veteran’s status.” **(Required)**
- The following statement: “In accordance with the requirements of The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, (Section 504), the University of Utah provides reasonable accommodations to qualified individuals with disabilities, so that they may fully participate in its academic programs, employment opportunities, medical services, programs, and events. **(Required)**
- At the time of interview all applicants must sign the Right to Work/J-1 Clinical Visa Acknowledgment form (see attached) **(Required)**

A program may require the following documentation for application:

- Completed electronic application on E.R.A.S. or other application if E.R.A.S. does not apply
- Curriculum Vitae and Personal Statement
- USMLE scores, Steps 1 & 2 (CK & CS) and Step 3 if PGY2 or above (may require a minimum score); or COMLEX scores, Parts 1, 2 (CE & PE), and Part 3 of PGY2 or above; or LMCC MCCQE Part 1, and Part 2 if PGY2 or above.
- Dean's letter and transcripts
- Three letters of recommendation
- Match number
- Evidence of research activity
- Evidence of community involvement

Applicants who have already graduated from medical school and are currently participating in a residency program must include the following items in addition to the above):

- Letter from current program director

International Medical Graduates must include the following in addition to the above:

- Valid ECFMG certificate with Clinical Skills Assessment certification
- Evidence of previous training in the United States (if applicable)

Include a statement on what you are looking for in an applicant:

For example, "Candidates for this program are selected based on their preparedness, ability, academic credentials, communication skills, and personal qualities such as motivation and integrity."

Suggestions for how to review applications and select applicants for interview:

Application packets are reviewed via criteria set forth by the ACGME Program Requirements, the Resident Recruitment Committee and this institution. A designated committee member reviews applicants who meet the criteria. Based on the quality of the application packet and academic credentials, the applicant is subsequently invited, if appropriate, for an interview. On the interview day, applicants receive an informational packet and interview with members of the faculty, including Resident Recruitment Committee members, the Program Director, and the department Chairman whenever possible. All applicants meet with residents. At the conclusion of the interview, the interviewers complete a standard evaluation form for each applicant they interviewed. The results are tallied and form the basis of the preliminary rank order. The Resident Recruitment Committee bases final match rank order on preliminary ranking and review. A match list is developed and submitted to the NRMP. Strict conformance with the rules of the match is maintained throughout the selection process.

On occasion, applicants may interview outside the match, usually to fill a PGY2 or higher position. The same selection policy pertains to these applicants.

Suggestions for packet of information given to applicants on Interview Day:

The Interview Day Informational Packet includes:

- Itinerary
- Welcome letter from program director
- Examples of the resident rotation schedule, the monthly call schedule, and the monthly conference schedule
- Standards of Performance department policy (**Required**)
- Institutional Medical License policy (**Required**)
- Program Resident Selection policy (**Required**)
- Work hours and supervision policy (**Required**)
- Program Leave policy (**Required**)
- Program Technical Standards policy (**Required**)
- Example of House Staff Agreement (**Required**)
- Institutional Liability policy (**Required**)
- Criminal Background Check policy (**Required**)
- Institutional Stipend letter, including benefit information (**Required**)

- Program Moonlighting policy
- Institutional Academic Action, Dispute Resolution and Hearing Procedures policy
- Most recent departmental newsletter (if applicable)
- Employment Eligibility/J-1 Clinical Visa Acknowledgment Form **(Required)**
- Interview Checklist **(Required)**

Approval Body: Graduate Medical Education Committee

Approval date: June 9, 1999

Policy Owner: Graduate Medical Education

Historical Information:

Revision dates: 2/13/2001, 9/27/01, 6/05, 4/06, 9/06, 12/07, 1/09, 9/2010, 1/2012, 10/2015, 1/2016

Approved: Nov. 12, 2001, 6/05, 10/06, 12/07, 1/09

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**EMPLOYMENT ELIGIBILITY
and
J-1 CLINICAL VISA ACKNOWLEDGMENT**

All applicants must complete and sign this form. A copy will be kept in the applicant's file.



Name: _____ Date: _____

1. Are you legally authorized to work in the United States?

Yes _____

No _____

2. Do you now, or will you in the future, require sponsorship for employment visa status allowing clinical patient contact (e.g., J-1 clinical visa)?

Yes _____

No _____

Per University of Utah Resident Policy 15.1 (found on GME web site at www.utah.edu/gme) all trainees in clinical programs who require visa sponsorship must obtain a J-1 clinical visa. I acknowledge that I understand this requirement.

(signature of applicant)