

University of Pittsburgh
Medical Center
Medical Education Program
Policies and Procedures

Approved by:

GME Committee: 9/12/2007
Latest Revision: 6/4/2009

Department: Graduate Medical Education

Title: **Resident/Fellow Eligibility, Selection and Transfer Policy**

Purpose: Establish institutional guidelines governing the eligibility, selection and transfer of residents and fellows in programs sponsored by UPMCMPEP

Scope: All UPMCMPEP Sponsored Residency & Fellowship Programs

Responsible Parties: ACGME/NRMP Designated Institutional Official and Vice-President, Graduate Medical Education

Policy: All UPMCMPEP programs must adhere to the following principles:

1. Programs may accept only eligible residents as defined by the Institutional, Common Program and Specialty Specific Program Requirements of the Accreditation Council for Graduate Medical Education.
 - a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
 - b) Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
 - c) Graduates of medical schools outside the United States and Canada who meet one of the following qualifications:
 - (1) Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or,
 - (2) Have a full and unrestricted license to practice medicine in a US licensing jurisdiction in which they are training.
 - d) Graduates of medical schools outside the United States who have completed a Fifth Pathway¹ program provided by an LCME-accredited medical school.

2. Programs should select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, personal qualities and ability to benefit from, and participate in, the program to which they are appointed.
3. Programs **must** not discriminate on the basis of race, color, religion, national origin ancestry, sex, age, marital status, family status, sexual orientation, disability or veteran status.
4. Programs **must** select residents who are eligible for a Graduate Medical Training License and satisfy requirements necessary for training in the Commonwealth of Pennsylvania.
5. Programs may accept no more residents to positions than approved by the Residency Review Committee and fully funded by the participating hospitals or other sources for the duration of the appointment.
6. In selecting from among qualified applicants, all UPMCMPEP programs should participate in an organized matching process, when such is available:
 - All Accreditation Council for Graduate Medical Education (ACGME) accredited programs sponsored by the UPMCMPEP must participate in the National Resident Matching Program (NRMP), when such is available. These Programs must adhere to the rules outlined by the NRMP.
 - A program that proposes to accept an eligible candidate **outside of the MATCH** must first submit a written explanation of the rationale for the decision to the Associate Dean, GME.
 - The Associate Dean must approve any selection made **outside the MATCH** before an offer can be made to the candidate.
 - The GME Office will monitor the selection of residents and fellows **outside of the MATCH** by routinely cross-referencing Program Match lists with corresponding lists of accepted residents. The Associate Dean, GME will be informed of any discrepancy.
7. Programs should emphasize the recruitment of high quality applicants from peer institutions or outstanding candidates from other LCME-accredited medical schools.
8. Programs are encouraged to develop additional program-specific selection policies for the selection of residents, with special consideration to (b) above, visa² status and criteria for non-LCME candidates.
9. Benefits and Conditions of Appointment: Candidates for programs (applicants who are invited for an interview) must be informed, in writing or by electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which the Sponsoring Institution provides call rooms, meals, laundry services, or their equivalents.
10. Before accepting a resident who is **transferring from another program**, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident.

¹ A Fifth Pathway program is an academic year of supervised clinical education provided by an LCME-accredited medical school to students who meet the following conditions: (1) have completed, in an accredited college or university in the United States, undergraduate premedical education of the quality acceptable for matriculation in an accredited United States medical school; (2) have studied at a medical school outside the United States and Canada but listed in the World Health Organization Directory of Medical Schools; (3) have completed all of the formal requirements of the foreign medical school except internship and/or social service; (4) have attained a score satisfactory to the sponsoring medical school on a screening examination; and (5) have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination (USMLE).

² UPMCMEP Graduate Medical Education Resident Visa Policy is available on the GME website at www.upmc.com/departments/gme