

## Policy: Eligibility, Recruitment, Selection, and Appointment Contract

Recruitment, selection, and appointment of residents and fellows are performed by the Program Directors with oversight of the Graduate Medical Education Committee and the Graduate Medical Education Office in accordance with the Accreditation Council for Graduate Medical Education (ACGME) and the California Medical Board requirements. Each UCSF Fresno graduate medical education (GME) program has a formal, written process to ensure fair and consistent consideration and decision-making about applications for residency and fellowship positions. UCSF Fresno does not use race, gender, sex, or other protected categories or proxies for protected categories in the selection process.

### Eligibility Requirements

The University of California requires all residents/fellows to possess one of the following for the duration of their anticipated years of training:

- be a citizen of the United States,
- be in possession of a valid United States Permanent Resident Card (“Green Card”),
- be in possession of a valid Employment Authorization Document (“EAD”), or
- possess a valid Educational Commission for Foreign Medical Graduates ECFMG—sponsored J-1 visa.

UCSF Fresno doesn’t generally sponsor H-1B visas. Please contact individual programs regarding their policy on H-1B visa sponsorship.

Applicants must meet one of the following qualifications to be eligible for consideration for appointment for residency or fellowship training at UCSF Fresno:

- Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,
  - Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA)\*; or,
  - Graduation from a medical school outside the United States or Canada recognized by the California Medical Board <https://www.mbc.ca.gov/Licensing/Physicians-and-Surgeons/Apply/Schools-Recognized.aspx> who meet one of the following qualifications:
1. Possess a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment.
- OR
2. Possess a full and unrestricted license to practice medicine in the State of California
- Graduates from a United States allopathic medical school or qualifying international medical school must have passing scores on USMLE Step 1 and Step 2 for those entering PGY-1. Passing scores on USMLE Step 1, Step 2, and Step 3, for those entering PGY-2 and beyond, including fellowships.
  - Graduates from an osteopathic medical school must have passing scores on the National Board of Osteopathic Medical Examiners (NBOME) COMLEX-USA Exam (Levels 1-2) for PGY1 and COMLEX-USA (Level 3) for those entering PGY2 and beyond; the Federation Licensing Examination (FLEX) can be in lieu of COMLEX-USA (Level 3).

## **Residency Program Eligibility Requirements (ACGME CPR Residency )3.2.**

### **ACGME Common Program Requirements (Residency)**

#### **3.2.-3.2.b.**

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

- graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME) or graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA); or
- graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
  - holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
  - holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.

#### **3.3-3.3.a.**

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.

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. The Review Committee may further specify prerequisite postgraduate clinical education.

#### **3.3.b. Resident Eligibility Exception**

The Review Committee for a program will allow the following exception to the resident eligibility requirements:

##### **3.3.b.1.- 3.3.b.2.**

An ACGME-accredited residency program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements listed in III.A.1.- III.A.2., but who does meet all of the following additional qualifications and conditions:

- evaluation by the program director and residency selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of this training; 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.

## **Fellowship Program Eligibility Requirements (ACGME CPR Fellowship)**

### **ACGME Common Program Requirements (Fellowship)**

#### **3.2. Eligibility Requirements – Fellowship Programs**

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.

### **III.A.1.a) 3.2.a.**

[If Review Committee selected Option 1 above:] Fellowship programs must receive verification of each entering fellow's level of competence in the required field, upon matriculation, using ACGME, ACGME-I, or CanMEDS Milestones evaluations from the core residency program.

[If Review Committee selected Option 2 above:] Fellowship programs must receive verification of each entering fellow's level of competence in the required field, upon matriculation, using ACGME Milestones evaluations from the core residency program.

The Review Committee must further specify prerequisite postgraduate clinical education.

### **3.2.b. Fellow Eligibility Exception**

The Review Committee for a program will allow the following exception to the fellowship eligibility requirements:

Note: Review Committees that selected Option 1 will decide whether or not to allow this exception. This section will be deleted for Review Committees that do not allow the exception and for Review Committees that selected Option 2.

#### **3.2.b.1.**

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:

- **3.2.b.1.a.- 3.2.b.1.c.** 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.

#### **3.2.b.2.**

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

### **. 3.4. Fellow Transfers (1-year fellowships are excluded from transfers)**

The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring fellow, and Milestones evaluations upon matriculation.

### **Recruitment and Selection**

1. UCSF Fresno graduate medical education programs participate in organized matching programs, where available, such as the National Residency Matching Program (NRMP). Other matching programs are utilized in specialties in which they are available. Requirement changes can be warranted based on GME

office requirements and/or law.

- a. UCSF Fresno selects eligible applicants on the basis of program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. UCSF Fresno will not discriminate with regard to sex, race, age, religion, color, national origin, disability, sexual orientation, gender identity, gender transition status, or any other applicable legally protected status.
  - b. An application should include the following documentation to be considered complete:
    - A completed ERAS or ResidencyCAS application during the current recruitment season. UCSF Fresno participates in the national Electronic Resident Application Service (ERAS) and ResidencyCAS. A Universal application (provided by NRMP) is acceptable for residents not participating in ERAS. Note: For trainees chosen by means other than through ERAS, or ResidencyCAS UCSF Fresno policy requires primary source verification to confirm/verify medical school graduation, any residency/fellowship training or any medical licensure.
    - A minimum of two letters of recommendation (programs may require more than two letters and may require letters from specific individuals),
    - Medical school diploma,
    - Medical school transcripts,
    - ECFMG Certificate (Educational Commission for Foreign Medical Graduates), if applicable, and
    - Transfer letter, if applicable,
    - Language on any documents not in English must be word-for-word translated and notarized.
2. To determine the appropriate level of education for a resident who is transferring from another residency program, ACGME Common Program Requirement (3.4.) state that the program director must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of the transferring resident, and Milestones evaluations upon matriculation.
  3. Each residency training program will endeavor to select individuals with special aptitudes and interests compatible with the goals and objectives of their training programs.
  4. Each residency training program may have more specific criteria regarding eligibility requirements and selection of residents.
    - Residents and Fellows that are in programs rotating to the VACCHCS must follow Federal Law and register for Selective Service. Federal law requires all male U.S. citizens, regardless of where they live, and male immigrants, whether documented or undocumented, residing in the United States, who are 18 through 25, to register with Selective Service. If you meet the criteria to register and do not, you may be subject to civil and/or criminal penalties defined in the U.S. Government regulation terms. Trainees who have not registered for Selective Service or obtained a Status Information Letter from the Selective Service indicating they were not required to register with Selective Service or are exempt from the registration requirement are not eligible for employment in programs that rotate to the VACCHCS. More information about the requirement can be found at <https://www.sss.gov/Home/Men-26-and-OLDER>.
    - Trainees are expected to follow VACCHCS' Background Check process, more information can be found [here](#).
    - All candidates who are interviewed shall be given a copy of the UCSF Fresno contract and the visa guidelines. All interviewed candidates must sign and be provided with a copy of the notice of "Employment Eligibility Requirements" for UCSF Fresno. A packet with this information, including a sample resident contract, is provided to the programs annually by the GME Office. This information is also posted on the GME site.
  5. The offer of a residency or fellowship position is not final until the UCSF Fresno Attestation

Statement has been successfully completed by the applicant, the required background check has been successfully completed, and both have been reviewed by the Graduate Medical Education office. This offer is conditioned upon successful completion and results of a background check and signed attestation. Accordingly, UCSF may revoke its offer or amend the conditions thereof based on the background check results and/or signed attestation, including any required written explanation of any “yes” response on the attestation statement. For the avoidance of doubt, all offers are conditioned upon successful completion and results of a background check and signed attestation. The attestation form asks for information about matters that are relevant to liability, credentialing and licensure requirements such as malpractice claims, drug and alcohol abuse, disciplinary action, and criminal convictions or pending charges. All “yes” responses require a detailed explanation. The background checks (at initial hire) provide information on all misdemeanor and/or felony charges and includes registration of sex offenders. Discovery of untruthful or misleading answers on the attestation form may subject an applicant to withdrawal of an offer or a resident to disciplinary action.

6. Employment is contingent upon trainees clearing a UCSF Employment Misconduct Disclosure review where you will be required to disclose any final administrative or judicial decisions within the last seven years determining that you committed any misconduct and provide information related to investigations and appeals. Accordingly, UCSF may revoke its offer or appointment, or amend the conditions thereof, based on the screening results and/or signed attestation, including any required written explanation of any “yes” response on the attestation statement.
7. The enrollment of non-eligible residents may be cause for withdrawal of accreditation of the involved program.

### **Appointment Contract**

It is the policy of the UCSF Fresno Graduate Medical Education Committee that there be an annual contract in place for each house staff. All UCSF Fresno contracts begin and end according to the program’s academic calendar (e.g., July-June). House staff who are off cycle from their program’s academic year will have additional contracts to cover their PGY level(s). All contracts must be signed by both the house staff member and program director.

### **Initial Appointment**

Upon verification by the GME Office that an applicant has met eligibility requirements, the applicant will begin the process of appointment with the GME office. An applicant is considered fully appointed and registered at UCSF Fresno and is entered into the payroll system to receive a salary, only after all the following information has been submitted to the GME/HR Office:

1. Completed application file,
2. Complete all forms indicated on the orientation portal (e.g., health statement, attestation, etc.),
3. Attendance at Orientation and completion of all University required forms,
4. Completion of ACLS.
5. Copy of valid Visa (if applicable),
6. Completion of I-9 form,
7. A valid California medical license, if applicable, according to the California Medical Board or PTL (post graduate training license), and
8. If applicable, a currently valid ECFMG certificate if the applicant is an international medical graduate.

### **Renewal Appointment**

Upon notification by each program of each trainee’s eligibility for promotion, the GME Office will process

an appointment contract according to their level of training. Renewal appointments are contingent upon the completion of the contract packet to include but not limited to following documents and are due annually by April 30:

1. Annual signature of renewal contract by trainee,
2. Annual completion of attestation form (any "yes" answers must be explained),
3. Annual completion of health statement form for returning trainees,
4. Annual verification of PPD results (if positive, a chest x-ray must be on file),
5. Mask/Respiratory Fit Test, and
6. Annual verification of visa renewal (i.e., DS2019 form).

Please note: Any trainee with an incomplete contract packet as of June 1 of the current academic year will be pulled from all clinical services and will not be paid until a completed packet has been received.

\*UCSF Fresno is not designated by the American Osteopathic Association to fulfill the requirements of an osteopathic internship.