

Tilman J. Fertitta Family College of Medicine

Graduate Medical Education Policies

RESIDENT/FELLOW RECRUITMENT AND SELECTION

ACGME Policies

IR IV.B.1 The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment, consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable), and must monitor each of its ACGME-accredited programs for compliance.

Background

The Tilman J. Feritta Family College of Medicine (COM), complies with all federal and state statues pertaining to the admission of graduate and professional students, including Texas H.B. 1641, regarding admissions policies for graduate and professional programs.

The COM and all its sponsored programs of graduate medical education ensure equal opportunity in all educational programs and activities, and all terms and conditions of employment, without regard to age, race, color, religion, marital status, family/parental status, gender, sexual orientation, gender identity, gender expression, ethnic origin, disability, religion, nationality, veteran's status, or political preference except where such a distinction is required by law.

Procedure

All ACGME-accredited residency/fellowship programs sponsored by the COM shall participate in the National Residency Matching Program (NRMP), and Electronic Residency Application System (ERAS) and follow all applicable policies and procedures. Fees associated with the use of these programs will be supplied by the UHCOM.

An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment 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. Acknowledgement of this receipt shall be maintained in the applicant's file.

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

- Graduation from 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 (AOA); or,
- Graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
 - holds a currently-valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or,
 - holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty-subspecialty program.

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 Physician 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.

A physician who has completed a residency program that was not accredited by ACGME, AOA, RCPSC, CFPC, or ACGME-I (with Advanced Specialty Accreditation) may enter an ACGME-accredited residency program in the same specialty at the PGY-1 level, and, at the discretion of the program director, of the ACGME-accredited program and with approval by the GMEC, may be advanced to the PGY-2 level based on ACGME Milestones evaluations at the ACGME-accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry.

An ACGME-accredited residency program may accept an exceptionally qualified international graduate applicant who does not satisfy the eligibility requirements listed above, 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.

Program directors may not appoint more residents than approved by their Residency Review Committee (RRC). All complement increases must be approved by the GMEC, and the appropriate RRC before being implemented by any Program Director.

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

Each GME program shall organize a Resident Selection Committee to develop a holistic approach to recruiting trainees, focusing on the UHCOM mission. This Resident Selection Committee shall develop a written policy as to the criteria for selection of residents/fellows. Such policies shall be reviewed and approved by the GMEC annually. A copy of this policy will be submitted to the Associate Dean for Graduate Medical Education and Faculty Affairs/DIO.

All residents/fellows will be provided a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. Trainees shall be employees of the University of Houston, and contracts will be signed by the Dean of the COM and the appropriate Program Director. The UHCOM will monitor all ACGME – accredited programs with regard to implementation of terms and conditions of employment.

The contract/agreement of appointment will directly contain, or provide a reference to the following items:

1. Resident/fellow responsibilities;
2. Duration of appointment;
3. Financial support for residents/fellows;
4. Conditions for reappointment and promotion to a subsequent PGY level;
5. Grievance and due process;
6. Professional liability insurance, including a summary of pertinent information regarding coverage;
7. Health insurance benefits for residents/fellows and their eligible dependents;
8. Disability insurance for residents/fellows;
9. Vacation, and leave(s) of absence for residents/fellows, compliant with applicable laws;
10. Timely notice of the effect of leave(s) of absence on the ability of residents/fellows to satisfy requirements for program completion;
11. Information related to eligibility for specialty board examinations; and,
12. Institutional policies and procedures regarding resident/fellow clinical and educational work hours and moonlighting.

EFFECTIVE DATE: September 1, 2021

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