

## **Eligibility, Recruitment, and Appointment Policy**

### **Scope**

The policy applies to all residency and fellowship programs at CCHS.

### **Purpose**

The Sponsoring Institution must have written policies and procedures for resident/fellow eligibility, recruitment and appointment, and must monitor each of its ACGME-accredited programs for compliance.

### **Policy and Guidelines**

The University of Alabama and the College of Community Health Sciences annually reaffirms its commitment to equal opportunity, acknowledging publicly its obligation to operate in a constitutional and non-discriminatory fashion.

Our ACGME programs participate in the NRMP Match and use ERAS for accepting applications. Our non ACGME programs will accept applications via email. If a matching program is not available for the specialty, the program must develop specific recruitment guidelines which must be approved by GMEC.

Selection criteria for applicants are annually discussed and monitored by each recruiting committee.

For recruitment and other purposes, all training programs will maintain a CCHS approved website that is developed, updated, and sanctioned by CCHS. The CCHS approved site will serve as the primary electronic “digital face” of the program. External sites may be linked to the CCHS program page, but all such links must be routinely (at least annually) monitored to ensure the link is “up” and directed to the appropriate CCHS page.

**Eligibility** - It is the responsibility of the program director to ensure all applicants under consideration for residency training in the program meet the eligibility requirements of CCHS and the Accreditation Council for Graduate Medical Education (ACGME) detailed below. The enrollment of non-eligible residents/fellows may be cause for withdrawal of accreditation of the program by the ACGME. Only applicants who meet the following qualifications are eligible for appointment to accredited residency programs sponsored by CCHS:

- 1. Medical Education:** Only applicants who meet one of the following criteria may be accepted for training in a graduate medical education programs sponsored by CCHS:

- a) Graduation from a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME); or
  - b) Graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or
  - c) Graduation from a medical school outside the United States or Canada and meeting one of the following additional qualifications:
    - a. holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
    - b. holds a full and unrestricted license to practice medicine in a U.S. licensing jurisdiction in the specialty/subspecialty for which they are training; or,
    - c. has graduated from a medical school outside the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school.
- 2. Entry of Foreign-Born Medical Graduates to the United States:** The entry of foreign-born graduates of non-U.S. medical schools to the United States is governed by the U.S. Citizenship and Immigration Services (USCIS). It is a violation of federal law to provide employment to a non-U.S. citizen who does not hold an appropriate visa or other appropriate work authorization documents from the USCIS.
- a) Program Directors considering foreign-born applicants should carefully review the applicant's visa status to ensure the applicant holds a visa valid for graduate medical education [Residency only accepts exchange visitor (J-1) visa or immigrant visa; Fellowships can accept exchange visitor (J-1) visa, temporary worker (H-1B), or immigrant visa]. International medical graduates must also hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG).
  - b) Program Directors, in concert with the DIO, may choose which visa types (as described above) to accept and must communicate it to applicants.
- 3. Prerequisite Residency Training:** All applicants must satisfy any requirements for prerequisite residency training, as established by the relevant Residency Review Committee and/or certifying board for the specialty.
- a) If a program director wishes to recruit an applicant who does not meet the criteria established for prerequisite training, written approval to appoint the applicant as a resident/fellow must be obtained from the Residency Review Committee and/or certifying board PLUS the DIO.

4. **Resident/Fellow Transfer:** If a resident/fellow transfers from a training program at another institution, the following is needed: a) written permission from the Program Director that the resident/fellow has authorization to contact our institution, b) review of competency-based evaluations from the transferring institution, c) verification of the previous educational experiences and a statement regarding the resident/fellow's performance evaluation must be received prior to acceptance into a program

Residency-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 or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada. Residency programs must receive verification of each applicant's level of competency in the required clinical field using ACGME or CanMEDS Milestones assessments from the prior training program.

A physician who has completed a residency program that was not accredited by ACGME, RCPSC, or CFPC may enter an ACGME-accredited residency program in the same specialty at the PGY01 level and at the discretion of the program director at the ACGME-accredited program may be advanced to the PGY-2 level based on ACGME Milestones assessments 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.

A Review Committee may grant the exception to the eligibility requirements specified in Section III.A.2.b for residency programs that require completion of a prerequisite residency program prior to admission.

Review Committees will grant no other exceptions to these eligibility requirements for residency education.

5. **Drug/Alcohol Screen:** CCHS requires successful completion of a pre-appointment drug screening test prior to the execution of an Agreement. CCHS also reserves the right to require any resident/fellow to undergo a drug screening test during the duration of the training period for "reasonable suspicion." Failure to successfully complete the pre-appointment drug screen test or failure to submit to a reasonable suspicion drug screen test may be grounds for immediate dismissal from the program.
6. **United States Medical Licensing Examinations (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX):** All residents/fellows must comply with the requirements for passing USMLE Steps 2 and 3 or COMLEX Levels 2 and 3.
7. **Alabama Medical License:** All residents/fellows must obtain an unrestricted Alabama license to practice medicine as soon as they meet the minimum postgraduate training requirements stipulated by the Alabama Board of Medical Examiners.

8. **ACGME**-Accredited Fellowships-All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, or in an RCPSC-accredited or CFPC-accredited residency program located in Canada.

Fellowship program must receive verification of each entering fellow's level of competency in the required field using ACGME or CanMeds Milestones assessments from the core residency program.

A Review Committee may grant the following exception to the fellowship eligibility requirements:

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

Assessment 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 or a subcommittee of GMEC, and

Satisfactory completion of the USMLE Steps 1,2 and if the applicant is eligible, 3, and

For an international graduate, verification of ECFMG certification, and

Applicants accepted by this exception must complete fellowship Milestones evaluation (for the purposed of establishment of baseline performance by the CCC), conducted by the receiving fellowship program within six week matriculation. This evaluation may be waived for an applicant who has complete an ACGME International-accredited residency based on the applicant's Milestones evaluation conducted at the conclusion of the residency program.

If the trainee does not meet the expected level of Milestones competency following entry into the fellowship program, the trainee must undergo a period of remediation, overseen by the CCC and monitored by the GMEC or a subcommittee of the GMEC. This period of remediation must not count toward time in fellowship training.

## **B. RECRUITMENT AND APPOINTMENT OF RESIDENTS/FELLOWS**

1. Programs should select from among eligible applicants on the basis of training program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age,

religion, color, national origin, disability, veteran status, or any other applicable legally protected status.

- 2.** The program director, in conjunction with the program's recruiting committee, and/or teaching faculty, reviews all applications, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications, as determined by guidelines established by the training program.
- 3.** Each applicant who is invited for an interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacation; parental, sick, and other leaves of absence; professional liability; hospitalization, health, disability and other insurance provided for the residents/fellows and their families; our drug and alcohol screening policy; and the conditions under which call rooms, meals, laundry services, or their equivalents are to be provided.
- 4.** In selecting from among qualified applicants, all programs will participate in an organized matching program when such is available for the specialty.
  - a) Programs who recruit U.S. medical school seniors must participate in the National Resident Matching Program.
  - b) The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of rank order lists or other offer of a residency/fellow position.
- 5.** Immediately following receipt of the results of the Match, the program director is responsible for notifying the College of all the candidates accepted.