Resident and Fellow Eligibility and Selection Policy

Purpose: The University of Washington School of Medicine Eligibility and Selection Policy is designed to ensure fair and consistent consideration and decision-making for all applicants to UW GME residency and clinical fellowship training programs. Recruitment and appointment of residents and fellows to UW programs is performed by the respective program director, faculty and department chair under the oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education.

Policy: Each UW GME program must develop a program-specific eligibility and selection policy that complies with the requirements outlined in this policy and applicable specialty-specific eligibility requirements as specified by the relevant Review Committee (RC). This must be made available to all interested applicants (e.g., via the program website) and maintained in MedHub.

Eligibility: Program directors must comply with the criteria for resident/fellow eligibility as defined in the Institutional Requirements [IR IV.A.], the Common Program Requirements [CPR III.A], and the applicable RC requirements. Applicants must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program:

1. graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,
2. graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or,
3. graduation from a medical school outside of 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 prior to appointment, or,
   b. holds a full and unrestricted license to practice medicine in a US licensing jurisdiction in his or her current ACGME specialty/subspecialty program 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.

Program directors must also ensure that candidates are eligible for a Washington (or other applicable) state provider license (see Licensing Policy), are authorized to work in the United States at the time of appointment, and meet the applicable essential abilities requirements of the program.

ACGME Eligibility Criteria Effective July 2016
Effective July 1, 2016, new eligibility requirements for prerequisite training for entry or transfer into ACGME-accredited residency programs and fellowship programs take effect. These are detailed in the Common Program Requirements Effective July 1, 2016 and the One-Year Common Program Requirements Effective July 1, 2016 on the ACGME website.

1 Non-US citizens must possess appropriate work authorization prior to their appointment to a UW GME program. Additional requirements or restrictions may apply for positions depending on source of funding, such as grants awarded by the National Institutes of Health (NIH).
Residency Programs: 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 (CFFPC)-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 [CPR III.A.1.a].

Specific exceptions to the above may apply [CPR III.A.1.b) – d)].

Fellowship Programs: 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. [CPR III.A.2.]

Fellowship programs 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 [CPR III.A.2].

Fellowship Eligibility Exception: 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 of the following additional qualifications and conditions: [CPR III.A.2.b)]. These include but are not limited to [CPR III.A.2.b.(1) - (5)]

- assessment by the program director and fellowship selection committee of the applicant’s suitability to enter the program
- review and approval of the applicants exceptional qualifications by the GMEC
- completion of USMLE Step 3 if eligible
- verification of ECFMG certification
- completion of the fellowship Milestones evaluation conducted within six weeks of matriculation.

o 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 Clinical Competency Committee and monitored by the GMEC or a subcommittee of the GMEC. This period of remediation must not count toward time in fellowship training. [CPR III.A.2.b.(5).(a)]

Program directors should refer to the list of Eligibility Exception Decisions by Specialty and Specialty and Subspecialty program Eligibility Requirements to determine if a request for an exception to the eligibility criteria may be made by the program. Also refer to the Resident/Fellow Eligibility FAQs for more information.

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2 An exceptionally qualified applicant has (1) completed a non-ACGME-accredited residency program in the core specialty, and (2) demonstrated clinical excellence, in comparison to peers, throughout training. Additional evidence of exceptional qualifications is required, which may include one of the following: (a) participation in additional clinical or research training in the specialty or subspecialty; (b) demonstrated scholarship in the specialty or subspecialty; (c) demonstrated leadership during or after residency training; (d) completion of an ACGME-International-accredited residency program. [CPR III.A.2.b.(5).(a)]
Exceptions for Exceptionally Qualified Applicants: Eligibility exceptions must be documented in each program’s eligibility and selection policy, and any requests for exception submitted by the program director in writing to the GMEC for review prior to offering a position to/ranking an applicant. The requests must address the criteria for exception outlined in CPR III.A.2.b)(5)(a), and verify that the program will conduct a Milestones assessment of the candidate within the first six weeks of training should they accepted to the program.

Application: All UW GME training programs are required to use the Electronic Residency Application Service (ERAS®) or other centralized application service if available in their discipline to receive and accept applications to the program. Programs in disciplines that do not use a centralized service may have applicants apply directly to the program. The list of Participating Specialties and Programs is available on the ERAS website.

Interview: Applicants invited to interview for a resident/fellow position must be informed in writing or by electronic means, of the terms, conditions, and benefits of their appointment to the ACGME-accredited program, as well as all institutional and program policies regarding eligibility and selection for appointment, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. This includes financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents. All terms, conditions, and benefits of the potential appointment are described in the Residency and Fellowship Position Appointment (RFPA), which are available by January 15th of each year and effective for the following academic year. These resources are posted on the Prospective Residents and Fellows page on the GME website. Applicants who require a disability accommodation for the interview may request an accommodation from the UW Disability Services Office. In the event that such an accommodation is requested, the UW Disability Services Office will inform the GME Office and the Program of the request in order to facilitate an appropriate accommodation, if indicated.

Selection: Programs must select trainees among eligible applicants on the basis of training program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity, as well as professionalism. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

Before accepting a resident/fellow who has completed residency and/or fellowship training at UW or an outside training program, or who is transferring from another program, the program must obtain verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident, as outlined in the UW GME Transfer Policy.

Matching: All UW GME training programs are required to participate in the National Residency Matching Program (NRMP) Match, San Francisco Match (SF Match), or other organized matching program where such is available in their discipline and to the fullest extent possible.

NRMP Match: Program directors and administrators are required to review the terms and conditions of the applicable Match Participation Agreement for their specialty each year and comply
with applicable Match policies, including the All In Policy\(^3\), and the Match Commitment, which addresses violations of NRMP Policy.

As noted in the Match Participation Agreement, program directors are prohibited from offering positions to ineligible applicants, and must use the Applicant Match History in the Registration, Ranking, and Results\(^SM\) (R3\(^SM\)) System to determine an applicant’s eligibility for appointment.

Program directors are reminded, per the Match Participation Agreement, that it is a breach of the applicable Match Participation Agreement for: (a) a program to request applicants to reveal ranking preferences; (b) an applicant to suggest or inform a program that placement on a rank order list or acceptance of an offer during the Supplemental Offer and Acceptance Program\(^SM\) (SOAP\(^SM\)) is contingent upon submission of a verbal or written statement indicating the program’s preferences; (c) a program to suggest or inform an applicant that placement on a rank order list or a SOAP\(^SM\) preference list is contingent upon submission of a verbal or written statement indicating the applicant’s preference; (d) a program to require applicants to reveal the names or identities of programs to which they have or may apply; or (e) program and an applicant in the Matching Program to make any verbal or written contract for appointment to a concurrent year residency or fellowship position prior to the release of the List of Unfilled Programs.

Match Participation Waiver:

In the event that a program participating in the NRMP Specialties Match Service, SF Match, or other organized matching program wishes to accept a candidate outside of the Match, the program must request a waiver from full participation in the Match. Waiver requests are made to the GMEC and must include:

- the number of positions to be offered outside the Match and positions in the Match;
- a detailed description of the program's application and selection process for applicants accepted outside of the Match; and
- confirmation that candidates being considered for positions outside the Match will not be interviewed as part of the official NRMP, SF Match or other matching process, and are not currently registered for the Match.

Waivers are time-limited and will not be granted for more than 25% of available positions (or 1 position for programs with less than 4 first year positions) in the program.

\(^3\) NRMP All In Policy applies to all programs that participates in the Main Residency Match and Nephrology programs participating in the Medical Specialties Match Services.