

UNIVERSITY HEALTH CARE HOSPITALS AND CLINICS

GRADUATE MEDICAL EDUCATION

HOUSESTAFF POLICIES AND PROCEDURES

RESIDENT SELECTION POLICY / PROCESS

Section 1 No. 01 Rev. 7 Review Date: Dec. 2008 Revision Date: January 2009
Chapter: Conditions for Employment

I. PURPOSE:

To outline eligibility and selection criteria for University of Utah School of Medicine Housestaff.

II. POLICY:

To be eligible for appointment to the Housestaff at the University of Utah School of Medicine, an applicant must:

- Be a graduate of a US or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME) **--OR--**
- Be a graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA) **--OR--**
- Be a graduate of a dental school, accredited by the American Dental Association **-OR-**
- Be a graduate of a medical school outside of the United States who meets one or more of the following qualifications: (1) Has a currently valid ECFMG certificate; (2) Has a full and unrestricted license to practice medicine in a US licensing jurisdiction; **-OR-**
- Be a graduate of a medical school outside the United States who has completed a Fifth Pathway program provided by an LCME accredited medical school.

All PGY1 positions for graduates right out of medical school will be offered following the guidelines and policies as established by the National Resident Matching Program.

All PGY1 applicants must have passed Parts 1 and 2 CS and CK of USMLE, or Parts 1 and 2CE and PE of COMLEX, or Part 1 of LMCC MCCQE prior to the time they will begin training. All PGY2 and above applicants must have passed Parts 1, 2CK and 2CS, and 3 of USMLE; or Parts 1, 2CE and 2PE, and 3 of COMLEX; or Parts 1 and 2 of LMCC MCCQE prior to the time they will begin training.

III. PROCEDURE:

Each program will have a written resident selection policy and process. It should state who is eligible to apply based on the above institutional requirements, as well as materials needed for a complete application, and how to obtain an application.

A program may send an applicant (among other things):

- Introduction letters from the department Chair and the Program Director
- University of Utah Application (or Universal AMCAS Application obtained from Medical School)
- Instructions for electronic application through E.R.A.S.

- Instructions for submitting the application and required documentation
- Program brochure
- Graduate Medical Education brochure
- Other general information about the Salt Lake City area (for example, *Salt Lake Visitor's Guide* or *Life in the Valley*)
- A statement that "The University of Utah School of Medicine does not discriminate on the basis of gender, sexual orientation, race, age, religion, color, national origin, disability, or veteran's status." **(Required)**

A program may require the following documentation for application:

- Completed University of Utah Application (or Universal Application), or completed electronic application on E.R.A.S.
- Curriculum Vitae and Personal Statement
- USMLE scores, Steps 1 & 2 (CK & CS) and Step 3 if PGY2 or above (may require a minimum score); or COMLEX scores, Parts 1, 2 (CE & PE), and Part 3 of PGY2 or above; or LMCC MCCQE Part 1, and Part 2 if PGY2 or above.
- Dean's letter and transcripts
- Three letters of recommendation
- Match number
- Evidence of research activity
- Evidence of community involvement

M.D.s (applicants who have already graduated from medical school must include the following items in addition to the above):

- Letter from current program director
- Notarized proof of graduation from medical school with date of graduation

International Medical Graduates must include the following in addition to the above:

- Copy of green card or documentation of U.S. citizenship, if applicable
- Valid ECFMG certificate with Clinical Skills Assessment certification
- Evidence of previous training in the United States (if applicable)
- At the time of interview all IMG's must sign the J-1 acknowledgment form (see attached)

Include a statement on what you are looking for in an applicant:

For example, "Candidates for this program are selected based on their preparedness, ability, academic credentials, communication skills, and personal qualities such as motivation and integrity."

Suggestions for how to review applications and select applicants for interview:

Application packets are reviewed via criteria set forth by the ACGME Program Requirements, the Resident Recruitment Committee and this institution. A designated committee member reviews applicants who meet the criteria. Based on the quality of the application packet and academic credentials, the applicant is subsequently invited, if appropriate, for an interview. On the interview day, applicants receive an informational packet and interview with members of the faculty, including Resident Recruitment Committee members, the Program Director, and the department Chairman whenever possible. All applicants meet with residents. PGY1 applicants are given information regarding the internship year at this institution and attend the Internal Medicine overview session presented by the medicine department whenever possible. At the conclusion of the interview, the interviewers complete a standard evaluation form for each applicant they interviewed. The results are tallied and form the basis of the preliminary rank order. The Resident Recruitment Committee bases final match rank order on preliminary ranking and review.

A match list is developed and submitted to the NRMP. Strict conformance with the rules of the match is maintained throughout the selection process. On occasion, applicants may interview outside the match, usually to fill a PGY2 position. The same selection policy pertains to these applicants.

Suggestions for packet of information given to applicants on Interview Day:

The Interview Day Informational Packet includes:

- Itinerary
- Welcome letter from program director
- Examples of the resident rotation schedule, the monthly call schedule, and the monthly conference schedule
- Standards of Performance
- Institutional Medical License policy (**Required**)
- Program Resident Selection policy (**Required**)
- Work hours and supervision policy
- Program Leave policy
- Program Technical Standards policy (**Required**)
- Houseofficer Agreement (**Required**)
- Institutional Liability policy (**Required**)
- Criminal Background Check policy (**Required**)
- Institutional Stipend letter, including benefit information (**Required**)
- Program Moonlighting policy
- Institutional Academic Action, Dispute Resolution and Hearing Procedures policy
- Most recent departmental newsletter
- *Life in the Valley*, a Salt Lake Area Chamber of Commerce publication (**suggestion**)
- **Form for International Medical Graduates** to sign who are non-citizens or non-permanent residents indicating they will obtain a J-1 visa before beginning training if accepted/matched into this program. (**Required**)
 - Interview Checklist (**Required**)

Each Graduate Medical Education program will have a written statement of selection/recruitment of residents and a copy of that statement will be on file in the Graduate Medical Education Office.

Approval Body: Graduate Medical Education Committee

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Policy Owner: Graduate Medical Education

Historical Information:

Revision dates: 2/13/2001, 9/27/01, 6/05, 4/06, 9/06, 12/07, 1/09

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**J-1 VISA ACKNOWLEDGEMENT
UNIVERSITY OF UTAH AFFILIATED HOSPITALS**

I, _____, am not a citizen of the United States or a permanent resident of the United States. I understand that, as a resident (intern/fellow) of the University of Utah Affiliated Hospitals, I must have a J-1 visa in order to participate in a residency training program (internship/fellowship). I understand that the University of Utah Affiliated Hospitals will not accept any other type of visa. By signing this form, I acknowledge my understanding of the above requirement, and I agree to obtain a J-1 visa prior to beginning my training at University of Utah Affiliated Hospitals.

Signature of applicant

Country of citizenship