

UNIVERSITY HEALTH CARE HOSPITALS AND CLINICS

GRADUATE MEDICAL EDUCATION

HOUSESTAFF POLICIES AND PROCEDURES

INTERNATIONAL MEDICAL GRADUATES - HIRING CHECKLIST

Section 10 No. 2.5 Rev. 1 Review Date: October 2008 Revision Date: October 2008
Chapter: International Medical Graduates

I. PURPOSE

To assist residency Program Directors and residency Academic Coordinators in following proper procedures for hiring international medical graduates.

II. POLICY

When considering an international medical graduate for a residency or fellowship position, programs should use the following checklist to avoid problems in the hiring process.

1. **Consult the GME Office immediately.** Ineligible candidates can be eliminated early to save time.
2. **Does the candidate have an ECFMG certification?** If yes, the certification must be current and valid. If not, the candidate must start the process (see policy Section 10, No. 2, Rev. 7 "International Medical Graduates-Eligibility and Exams"). The process of certification is very lengthy (one year in most cases) and this may render a candidate ineligible for hire in a given year.
3. **Does the candidate understand the J-1 Visa requirement?** This institution accepts non-US citizen residents only with a J-1 visa. If a candidate cannot or will not meet the J-1 visa requirement, the candidate will be ineligible. If the candidate is a US permanent resident (green card holder), the J-1 visa requirement does not apply. If the resident has been approved for a green card and has an EAC, contact the GME Office for approval.
4. **Is the candidate currently in residency training in the US?** If in an accredited US program, this likely means that the candidate is eligible. Verify #2 and #3 above, and instruct the candidate to consult ECFMG for application to transfer to another institution.
5. **Is this a candidate for a PGY-1 position?** International medical graduates applying for PGY-1 positions must come through the NRMP Match. The candidate should consult ECFMG for Match registration information and must have an NRMP Match number before he/she can be ranked. The candidate may ***be in the process*** of ECFMG certification when interviewed, but must understand that the current ECFMG certification is a prerequisite for being ranked on a program's NRMP rank order list.
6. **Is this a candidate for a PGY-2 position through the NRMP match?** International medical graduates applying for PGY-2 positions in advance programs must come through the NRMP Match (see #5 above). All candidates, if non-US citizens, must understand the institution's J-1 visa requirement (see #3 above).
7. **Is this a candidate for PGY-2 or higher not matched through NRMP match?** International medical graduates applying for fellowships or positions not offered through the Match must have a current and valid ECFMG certification. All candidates, if non-US citizens, must understand the institution's J-1 visa requirement (see #3 above).
8. **Is the candidate eligible for a Utah medical license?** It is an institutional requirement that all PGY-2 housestaff apply for their license by July 31 or within 30

days of hire. Many international medical graduates are not eligible for a Utah medical license because they have not had prior US residency training. If a candidate is not eligible for a Utah medical license, but is otherwise eligible for a residency position, the program director may apply to the GME Committee for a waiver of the licensing requirement. This must be done prior to the resident's start date (see policy Section 1 No. 1 Rev. 15 "Medical License, Controlled Substance License, DEA and NPI numbers").

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