



RECRUITING

YOUR HANDOUT INCLUDES:



- **RESIDENT ELIGIBILITY POLICY**
- **RESIDENT SELECTION POLICY**

Policy includes the J-1 Visa Acknowledgment and non-discrimination stmt

- **MEDICAL LICENSE POLICY**
- **LIABILTY POLICY**
- **TECHNICAL STANDARDS POLICY TEMPLATE**
- **CRIMINAL BACKGROUND CHECK POLICY**
- **NOTICE TO APPLICANTS REGARDING USMLE EXAMS/LICENSING**
- **SAMPLE INTERVIEW CHECKLIST**
- **ILLEGAL INTERVIEW QUESTIONS**
- **SAMPLE APPLICATION (for fellows who don't come through ERAS)**
- **SAMPLE OFFER LETTERS**
- **SAMPLE NON-INTERVIEW LETTER**
- **CONTRACT AND STIPEND LETTER**
- **COPY OF SLIDES**



RESIDENT SELECTION



- **ALL PGY1 POSITIONS FOR GRADUATES RIGHT OUT OF MEDICAL SCHOOL MUST COME THROUGH THE NRMP NATIONAL MATCH . . .**
 - ✓ **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 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**
 - ✓ **Is a graduate of a medical school outside the United States who has completed a Fifth Pathway program provided by an LCME accredited medical school.**
 - ✓ **If a non-US citizen or permanent resident, must have a J-1 visa (at least by the time of starting residency). Be sure to have them sign the J-1 visa acknowledgment.**
 - ✓ **MUST HAVE PASSED USMLE STEP 1 AND USMLE STEP 2 (CK & CS)—OR EQUIVALENT (COMLEX)**

PGY2 AND HIGHER

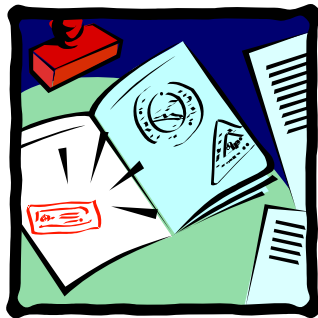
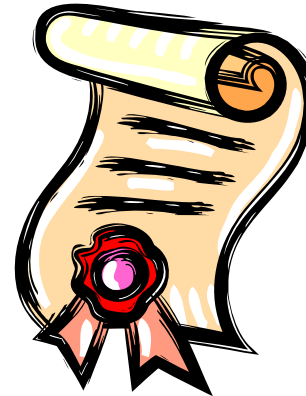
- **SAME MEDICAL SCHOOL GRADUATION REQUIREMENT**
- **SAME ECFMG REQUIREMENT**
- **SAME J-1 VISA REQUIREMENT**
- **DIFFERENT EXAM REQUIREMENT**
 - **MUST HAVE PASSED USMLE STEPS 1, 2 (CK & CS), AND 3 BEFORE STARTING RESIDENCY**
- **INCOMING FELLOWS (IF ELIGIBLE) MUST HAVE A UTAH MEDICAL LICENSE PRIOR TO BEGINNING THEIR FELLOWSHIP (OR A WAIVER FROM THE GME OFFICE IF THEY ARE NOT ELIGIBLE)**



INTERNATIONAL MEDICAL GRADUATES

- **MUST HAVE ECFMG CERTIFICATE**

NON-US CITIZENS



- **MUST HAVE J-1 VISA OR GREEN CARD**

**SERIOUS APPLICANTS SHOULD SIGN THE J-1 VISA
ACKNOWLEDGEMENT FOUND IN YOUR HANDOUT**

**“BUT, GME,” YOU SAY,
“SOME STATES WON’T
LET RESIDENTS TAKE
STEP 3 WHEN THEY’RE
INTERNS. SO OUR PGY2
APPLICANTS SAY THEY
CAN’T MEET THIS
REQUIREMENT!!!”**

ALLOW US TO EXPLAIN!





**ALL STATES HAVE DIFFERENT
ELIGIBILITY REQUIREMENTS
FOR TAKING USMLE STEP 3...**



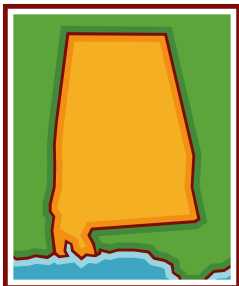
IF THE

RESIDENT IS



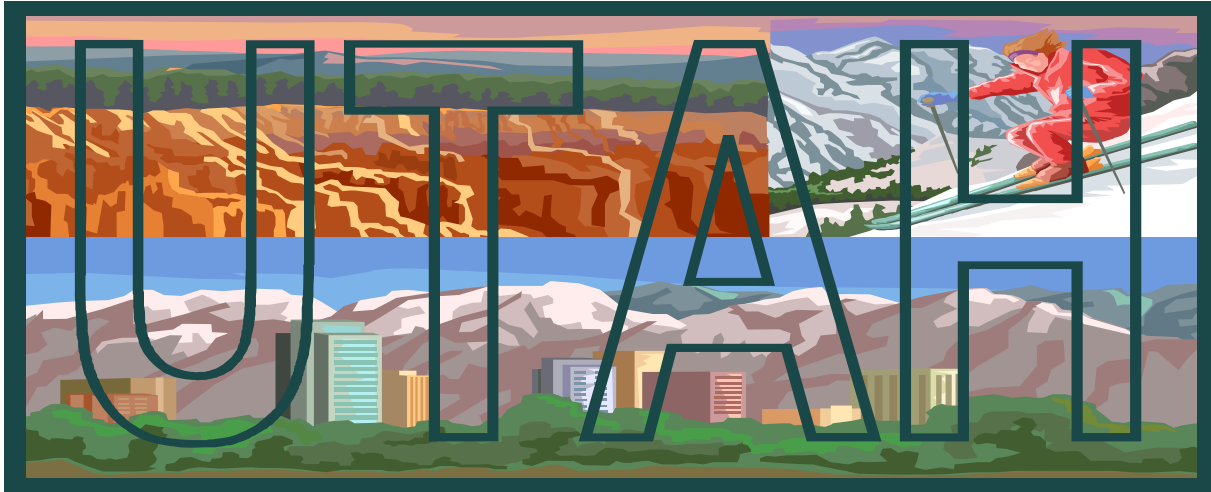
APPLYING FOR

LICENSURE



IN THAT STATE!

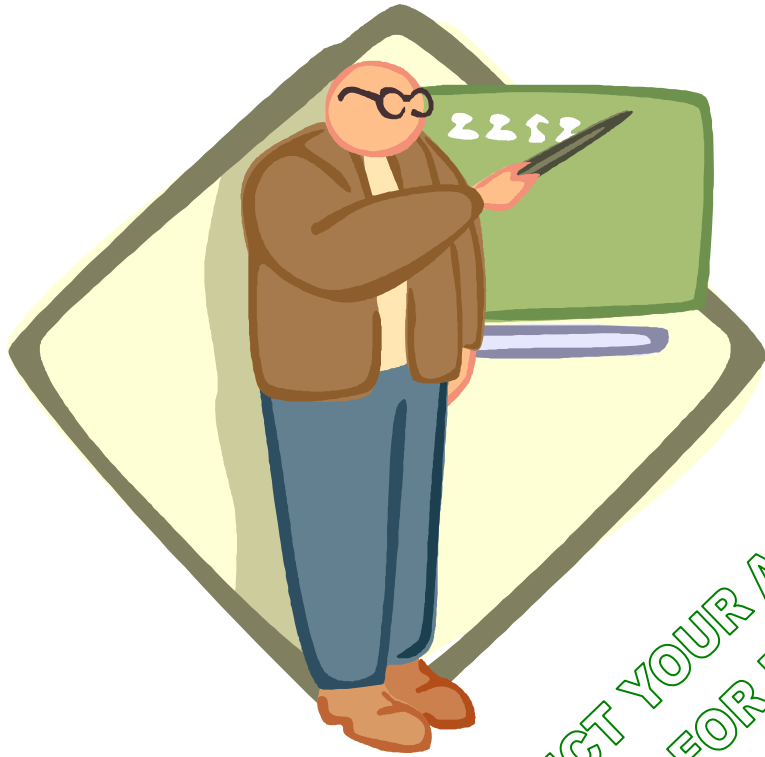




HAS

NO

RESTRICTIONS



INSTRUCT YOUR APPLICANTS
TO APPLY FOR USMLE STEP 3
UNDER UTAH LICENSING RULES

**... THEN THEY WILL BE
ABLE TO TAKE THE EXAM
AT ANY TIME DURING THE
PGY1 YEAR. TO HELP
REMIND YOU TO DO THIS,
WE HAVE PREPARED A
HANDOUT YOU CAN USE IN
YOUR RECRUITING
PROCESS.**

**NOTICE TO APPLICANTS
FOR RESIDENCY POSITIONS AT
UNIVERSITY OF UTAH AFFILIATED HOSPITALS**

It is a policy of University of Utah Affiliated Hospitals that all residents/fellows be eligible for for Utah medical licensure at the beginning of the PGY2 training year. This means that all USMLE exams—Step 1, Step 2CK, Step 2CS, and Step 3—must have been taken and passed before the end of the PGY1 year.

Candidates accepted into residency positions at University of Utah Affiliated Hospitals at level level PGY2 or above must provide documentation of passing scores on all USMLE exams as part of the credentialing process.

IF YOU ARE CURRENTLY A PGY1 RESIDENT IN ANOTHER STATE, and have not yet taken taken USMLE Step 3, you must do so before the end of your PGY1 year.

If your state restricts you from taking the exam before completion of your PGY1 year, please please read the following very carefully:

YOU MUST APPLY FOR THE USMLE STEP 3 EXAM UNDER UTAH RULES. AS YOU BEGIN BEGIN THE ONLINE APPLICATION PROCESS (at www.fsmb.org), YOU WILL BE PROMPTED PROMPTED TO INDICATE YOUR STATE. PLEASE CHOOSE UTAH. YOU WILL THEN BE ABLE ABLE TO TAKE THE EXAM AS REQUIRED BY YOUR UTAH RESIDENCY PROGRAM.

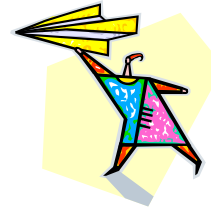
TRANSFERRING RESIDENTS

- **PER ACGME REQUIREMENTS, IF YOUR PROGRAM IS TAKING A RESIDENT WHO IS TRANSFERRING FROM ANOTHER PROGRAM, YOU MUST OBTAIN A WRITTEN VERIFICATION OF THE RESIDENT'S EDUCATIONAL EXPERIENCES AND A STATEMENT REGARDING THE RESIDENT'S PERFORMANCE PRIOR TO ACCEPTING THE RESIDENT INTO YOUR PROGRAM.**

- **CONVERSELY IF A RESIDENT IN YOUR PROGRAM IS TRANSFERRING TO ANOTHER PROGRAM, YOUR PROGRAM DIRECTOR MUST PROVIDE THE SAME TO THE OTHER PROGRAM.**

WHAT TO GIVE YOUR APPLICANTS

✓ = **REQUIRED**



✓ **YOUR SELECTION POLICY**

✓ **NON-DISCRIMINATION
STATEMENT**

✓ **J-1 VISA
ACKNOWLEDGMENT FORM**

✓ **YOUR TECHNICAL
STANDARDS POLICY**

✓ **MEDICAL LICENSE POLICY**

✓ **LIABILITY POLICY**

**OTHER DEPARTMENT
POLICIES**

**STANDARDS OF
PERFORMANCE**

✓ **STIPEND LETTER**

✓ **HOUSEOFFICER AGREEMENT**

✓ **CRIMINAL BACKGROUND
CHECK POLICY**

WELCOME LETTER

ROTATION SCHEDULE

BROCHURES

NEWSLETTER

INFORMATION ABOUT SLC:

<http://MED.UTAH.EDU/GME>

✓ **INTERVIEW CHECKLIST**

(SIGNED COPY FOR APPLICANT AND FOR YOU)

WHAT TO GET FROM APPLICANTS

✓**CV**

✓**RESUME OR STATEMENT**

✓**DEAN'S LETTER**

✓**RECOMMENDATIONS**

✓**J-1 VISA FORM**

✓**ECFMG CERTIFICATE**

✓**NRMP NUMBER**

✓**LETTER FROM P.D.**

✓**TRANSCRIPTS**

✓**CITIZENSHIP STATUS**

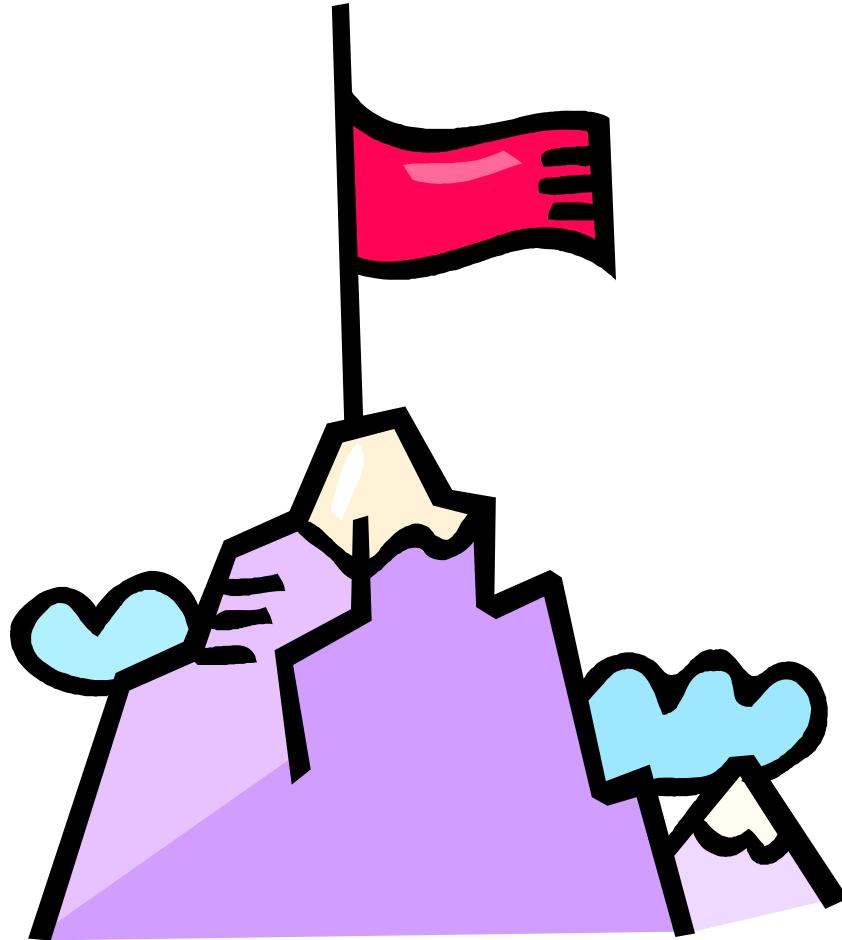
✓**USMLE SCORES**

✓**RESEARCH/OTHER**

✓**SIGNED RECRUITMENT**

**ACKNOWLEDGMENT
FORM**

✓ **SOME OF THESE THINGS ARE REQUIRED DEPENDING ON THE CIRCUMSTANCES, SUCH AS THE NRMP NUMBER IF YOU WANT TO RANK, OR THE J-1 VISA FORM FOR IMG'S. BUT ALWAYS, THE MORE YOU KNOW, THE MORE YOU GET, THE BETTER!**



RED FLAGS



SOMEONE WHO DID NOT GRADUATE WITH THEIR CLASS



SOMEONE APPLYING MID-YEAR



SOMEONE COMING BACK TO RE-TRAIN IN A DIFFERENT SPECIALITY



COMPLETED MILITARY INTERNSHIP BUT NOT RESIDENCY



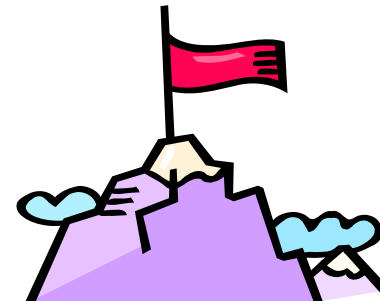
SOMEONE CHANGING PROGRAMS BEFORE COMPLETION



SUBSTANCE ABUSE PROBLEM



MENTAL ILLNESS



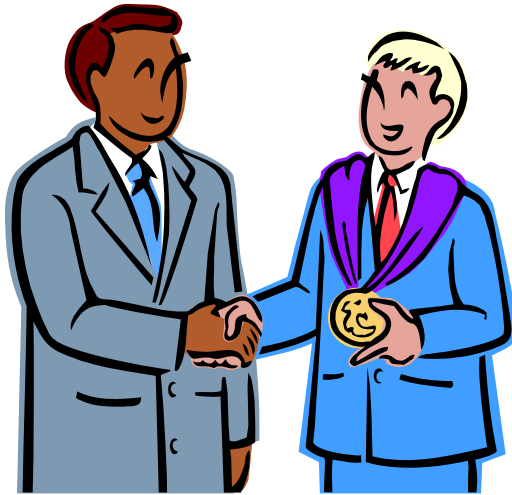


AND, IF SOMEONE IS RUDE, CRUDE, OR BEHAVES LIKE AN ANIMAL, OR IS OTHERWISE IRRITATING DURING AN INTERVIEW . . . BE SURE TO PUT A NOTE IN THE APPLICANT'S FILE. THESE ARE OFTEN SIGNS OF MORE TROUBLE TO COME.

GME

MISCELLANEOUS

ANNOUNCEMENTS!



REMEMBER!

WE ARE ALWAYS TRYING TO IDENTIFY RESIDENTS WHO HAVE

- **RECEIVED AWARDS**
- **PUBLISHED EXCEPTIONAL RESEARCH**
- **RECEIVED SPECIAL RECOGNITION**
- **DONE SOMETHING REALLY NEAT!**

DO YOU HAVE ANY OF THESE RESIDENTS?

WOULD YOU PLEASE NOTIFY THE GME OFFICE WHEN YOU HAVE RESIDENTS WHO HAVE RECEIVED SPECIAL RECOGNITION!



NRMP 2010 HIGHLIGHTS

- **IT IS NOW TIME FOR ALL PROGRAMS TO LOG ONTO THE NRMP WEB SITE AND REGISTER PROGRAMS**
- **CHECK YOUR PROGRAM QUOTA FOR ACCURACY**
- **CHECK/CORRECT PROGRAM INFORMATION**
- **IF YOU HAVE FORGOTTEN YOUR LOGON INFORMATION . . .**

THE GME OFFICE CAN PROVIDE YOU WITH YOUR AAMC ID NUMBER

YOU MUST EMAIL OR CALL NRMP (1-866-617-5837) TO SET A NEW PASSWORD

- **QUOTA CHANGES, REVERSIONS, PROGRAM WITHDRAWALS, ETC., MUST BE APPROVED BY GME**
- **DEADLINE FOR CHANGES IS JANUARY 31, 2010, SO PLEASE REVIEW NOW!**
- **THE 2010 MATCH CALENDAR IS AS FOLLOWS:**

11/30/09 APPLICANT REGISTRATION DEADLINE

1/15/10 MAY BEGIN ENTERING RANK ORDER LISTS

1/31/10 DEADLINE FOR PROGRAM/QUOTA CHANGES

2/24/10 RANK ORDER LIST CERTIFICATION DEADLINE (9pm EST)

3/15/10 APPLICANTS UNMATCHED POSTED ON WEB SITE (noon EST)

3/16/10 PROGRAMS UNFILLED POSTED ON WEB SITE (11:30am EST—scramble at noon EST)

3/18/10 MATCH DAY—ALL RESULTS POSTED

WE REALLY, REALLY NEED YOUR HELP . . .

MONTHLY ROTATION SCHEDULE CHANGES

PLEEEEEZ . . .

- **MAKE YOUR CHANGES ON OUR FORMS**
- **RETURN BY THE REQUESTED DEADLINE**
- **ELECTIVES – PAGE RESIDENTS TO CONFIRM IF YOU DON'T KNOW YET**
- **ALL ELECTIVES MUST BE COMPLETED**
- **BE THOROUGH – INDICATE ROTATION LOCATION AND PAYOR IN APPROPRIATE COLUMNS**
- **INDICATE ANY VACATIONS THAT HAVE BEEN TAKEN**
- **MAKE YOUR CHANGES READABLE AND UNDERSTANDABLE**

PLEEEEEZ!

ACLS POLICY CHANGES

•BLS REQUIREMENT FOR ALL HOUSESTAFF HAS BEEN LIFTED

•ACLS REQUIREMENT IS BASICALLY THE SAME—EXCEPT PROGRAMS REQUIRED TO REMAIN CURRENT IS EXPANDED

•CURRENT BLS STILL REQUIRED FOR CURRENT ACLS, BUT GME WILL NOT TRACK AS PART OF CREDENTIALING

FOLLOWING PROGRAMS DO NOT NEED TO BE CURRENT IN ACLS/PALS. ALL PROGRAMS NOT LISTED MUST MAINTAIN CURRENT ACLS/PALS.

Dermatology

Occupational Medicine

Diagnostic Radiology

Geriatrics

Radiation Oncology

Radiology Fellows

Child Psychiatry

Family Medicine Fellows

PM & R

Rheumatology

Neurology

Sleep Medicine

Infectious Diseases

Neurology Fellows

Medical Genetics

Psychiatry (except PGY1's)

•ABOVE PROGRAMS MUST HAVE HAD ACLS AT ONE TIME

•ALTHOUGH NOT REQUIRED TO BE CURRENT, RESIDENTS ARE ENCOURAGED

•PATHOLOGY AND PATHOLOGY FELLOWS ARE EXEMPT FROM REQUIREMENT

BE AWARE . . .

**THE UNIVERSITY WILL NO LONGER
HAVE CURRENT BLS CERTIFICATION AS
A CREDENTIALING REQUIREMENT**

**THE VA HOSPITAL DOES REQUIRE
CURRENT BLS**

**IF YOU HAVE ROTATIONS AT THE VA, IT
WILL BE THE PROGRAM
RESPONSIBILITY TO MAINTAIN
CURRENT BLS FOR RESIDENTS**

TRAINING AGREEMENTS!

We are still missing several programs' training agreements.

We need these for our upcoming institutional site visit.

Please get these completed right away and submit to the GME Office.

e*Value

**REMEMBER THE WEBINAR
ON FRIDAY TO INTRODUCE YOU
TO e*Value**

FRIDAY, SEPTEMBER 18TH

10:00 AM – 12:00 NOON

H.S.E.B. 4100C OR 5100C

PROGRAM DIRECTORS AND

COORDINATORS

