



# **TAKE A BREAK WITH GME!**

**Recruitment  
Rotation Schedules  
Academic Action  
File Retention  
Questions and Answers  
For  
Program Coordinators  
Tuesday, September 16, 2008  
H.S.E.B. Rm. 2110  
9:00 -10:30 a.m.**

## RECRUITING AND INTERVIEWING . . . Short and Sweet!

### **WHO CAN YOU RECRUIT?**

#### **FOR PGY1 POSITIONS:**

- Graduate of US or Canadian accredited medical school
- Graduate of accredited Osteopathic medical school
- Graduate of an international medical school with ECFMG certification
- Must have passed USMLE Steps 1 and 2 (CK and CS)

#### **FOR PGY2/HIGHER POSITIONS:**

- Same medical school requirements
- Same international medical school requirement
- Must have passed Steps 1, 2 (CK and CS) and 3
- If eligible, incoming residents at level PGY3 or above should have Utah medical license before start date

**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 (or on the hire date of higher level trainees). 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 (or before the hire date of higher level trainees).

Candidates accepted into residency positions at University of Utah Affiliated Hospitals at 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](http://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.**

**A COPY OF THIS NOTICE IS INCLUDED IN YOUR HANDOUTS FOR YOU TO COPY**

## **INTERNATIONAL MEDICAL GRADUATES**

- Must have ECFMG certificate provided to GME Office by start date  
*ECFMG certification, from the beginning, can take between one and two years to complete. If your applicant has not started the process, chances are slim to none he/she will qualify. The requirement of the ECFMG certificate cannot be waived.*

## **NON-US CITIZENS (REQUIRING VISA)**

- Green card/permanent resident card holder does not require visa
- ONLY J-1 clinical visa, sponsored by ECFMG, is acceptable
- NO EXCEPTIONS (No H visas, F visas, O visas, etc.)

## AT THE INTERVIEW . . .

A “SERIOUS APPLICANT” IS ONE YOU INVITE TO BE INTERVIEWED.

SERIOUS APPLICANTS **MUST** BE GIVEN THE FOLLOWING:

- Your department’s “Selection Policy” *template in your handout*
  - Your department’s “Technical Standards Policy” *template in your handout*
  - Your department’s “Leave Policy” *GME policy in your handout*
  - GME Medical License Policy *GME policy in your handout*
  - GME Liability Policy *GME policy in your handout*
  - Houseofficer Agreement (contract)
  - Stipend Letter (from GME—lists stipend levels and other benefits)
  - Non-discrimination statement (should be in your “Selection Policy”)
  - J-1 visa acknowledgement form *included in your handout*
  - Recruitment acknowledgement form *included in your handout*
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OTHER ITEMS THAT COULD BE OPTIONALLY INCLUDED:

*Other department policies*

*Your standards of performance*

*Sample rotation schedule*

*Department newsletter*

*Information about Salt Lake City*

*Brochures*

A “SERIOUS APPLICANT” **MUST** PROVIDE YOU WITH THE FOLLOWING:

- CV or Resume
- Dean’s letter
- Letters of Recommendation
- Medical school transcripts
- Documentation of research if applicable
- USMLE scores
- NRMP number
- Letter from previous Program Director
- Information about citizenship status
- Copy of green card of applicable
- Copy of ECFMG certificate if applicable
- J-1 visa acknowledgement form if applicable *in your handout*
- Signed copy of Recruitment Acknowledgement Form *in your handout*

*Some of the above items are required depending upon the circumstances (i.e., if you are recruiting to rank applicants in the Match, or if you are interviewing an IMG. But, the more information you get, the better!*



**INCLUDED IN YOUR HANDOUT . . .**

***GME Resident Selection Policy***

***GME Technical Standards Policy Template***

***GME Leave Policy***

***GME Medical License Policy***

***GME Liability for Housestaff Policy***

***J-1 Visa Acknowledgment***

***Sample Interview Acknowledgment Forms (2)***

***USMLE Exam Notice***

***GME Eligibility and Credentialing Policy***

***Sample Interview Worksheets (3)***

***ADA and Applicants—Do's and Don't's***

***Illegal Interview Questions***

***Sample letters (4)***