GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: GME Trainee Eligibility, Selection, and Credentialing
Policy Number: 1.1
Chapter: Conditions of Employment

Purpose:
To outline eligibility and selection criteria, as well as the credentialing process for University of Utah Health Graduate Medical Education (GME) trainees.

Policy:
To be eligible for a Graduate Medical Education (GME) trainee appointment at University of Utah Health (UUH), an applicant must meet the following criteria:

A. Be a graduate of a:
   1. US or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME) —OR—
   2. College of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA) —OR—
   3. Dental school accredited by the American Dental Association (ADA) —OR—
   4. Medical school outside of the United States or Canada and hold a valid Education Commission for Foreign Medical Graduates (ECFMG) certificate

B. Complete the following exams prior to the start of the contracted hire date:
   1. PGY 1: USMLE 1 and 2 or COMLEX 1 and 2 or LMCC MCCQE Part 1
   2. PGY2 and above: USMLE 1-3 or COMLEX 1-3 or LMCC MCCQE 1 and 2

C. Provide evidence of previous training, if applicable, for:
   1. Fellowships
   2. Transfers,
   3. Additional or repeat post-graduate training
   4. International medical graduates

D. Meet all medical licensure requirements as stated in GME Policy 1.3.
E. Meet all Accreditation Council for Graduate Medical Education (ACGME) or other applicable accrediting body program eligibility requirements

Selection and Eligibility Procedure:
A. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.

B. Each program will have a documented GME trainee selection policy and process.
   1. It should state who is eligible to apply based on the above requirements, and
   2. May specify additional, specialty-specific eligibility and selection criteria
   3. It should specify all requirements needed for a complete application.

C. The Sponsoring Institution, in partnership with the programs, will engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of GME trainees.

D. The Graduate Medical Education Committee (GMEC) IDEALS Committee works in partnership with the Offices for Diversity, Health Equity and Inclusion at the School of Medicine and Health Sciences levels to focus and implement strategic goals to ensure a diverse and inclusive GME workforce in our academic community.

Required Process:
A. Programs are required to send the following statements to all applicants:
   1. “The University of Utah Health does not discriminate on the basis of sex, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.”
   2. “In accordance with the requirements of The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, (Section 504), the University of Utah Health provides reasonable accommodations to qualified individuals with disabilities, so that they may fully participate in its academic programs, employment opportunities, medical services, programs, and events.”

Examples of Additional Optional Documents Programs May Send to Applicants:
1. Department chair and/or the program director letter(s)
2. Electronic Residency Application Service (ERAS) application instructions
3. Non-ERAS application instructions
4. Program brochure or web address
5. Graduate Medical Education web address
6. Other general information about the Salt Lake City area
7. A statement on applicant preference such as:
   “Candidates for this program are selected based on their preparedness, ability, academic credentials, communications skills, and personal qualities such as motivation and integrity.”

Programs May Require the Following Documentation with Applications:
1. Completed application
2. Curriculum Vitae and Personal Statement
   a. Step exam score reports
   b. Dean’s letter and transcripts
3. Letters of recommendation
4. Match identification number
5. Evidence of research activity
6. Evidence of community involvement
7. Letter from current program director (if already in a GME training program)
8. Valid ECFMG certificate for international medical graduates (Canadian graduates exempt)
9. Evidence of previous training, if applicable for fellowships, transfers, additional or repeat post-graduate training or international medical graduates

Suggested Best Practice for How to Review Applications and Select Applicants for Interview:
A. Application packets are reviewed via criteria set forth by the ACGME Program Requirements and the Program’s Recruitment Committee.
B. Based on the quality of the application packet and academic credentials, the applicant is subsequently invited, if appropriate, for an interview.
C. On the interview day, applicants receive an informational packet and interview with members of the faculty, including:
   1. Resident Recruitment Committee members,
   2. The program director, and
   3. The department chair whenever possible
D. All applicants should meet with GME trainees.
E. Interviewers complete a standard evaluation form for each applicant they interviewed.
   1. The results are tallied and form the basis of the preliminary rank order.
   2. The Resident Recruitment Committee bases final match rank order on preliminary ranking and subsequent review.
   3. A match list is developed and submitted to the NRMP.
4. Strict conformance with the rules of the Match is maintained throughout the selection process.

F. On occasion, applicants may interview outside the match e.g. to change programs or specialty, off-cycle. The same selection policy pertains to these applicants.

**Best Practice Suggestion for Interview Day Applicant Packet:**

1. Itinerary
2. Welcome letter from program director
3. Examples of the GME trainee rotation schedule, the monthly call schedule, and the monthly conference schedule
4. Instructions on how to access all department and GME policies
5. University of Utah Health Trainee Agreement template *(Required)*
6. Institutional Stipend letter, including benefit information *(Required)*
7. Most recent departmental newsletter (if applicable)
8. Interview Checklist *(Required)*

**Credentialing Procedure:**

A. Once a GME trainee accepts an appointment at University of Utah Health, the GME Accreditation and Operations staff credentials each trainee to verify their qualifications via the process below.

B. An applicant is not considered to be credentialed until all the enumerated requirements contained in this and all referenced policies have been satisfied.

C. The applicant will not begin any work, not begin scheduled rotations (including research), nor be put in the payroll system, and the hire date will be delayed until the credentialing process is complete.

1. Primary source verification will be completed for medical/dental school graduation, all previous training, and previous work experience since medical/dental school graduation.
2. A National Practitioner Data Bank query will be submitted for all PGY 2 and above trainees.
3. Any negative evaluations will be reviewed by the GME Office and the program director who will determine whether:
   a. the applicant’s position/contract will be withdrawn
   b. applicant will be hired on probation with a condition,
   c. or applicant hired on probation pending the outcome of the case
   d. These cases are rare, and will be handled on a case by case basis.
e. Any applicant who disagrees with the outcome may appeal the decision to the Graduate Medical Education Committee.

4. Applicant must meet the immunizations requirements referenced in GME policy 1.5 Immunizations and Infection Control Training.

5. Applicant must complete, in its entirety and by all provided deadlines, the GME On-boarding package administered through the residency data management system, MedHub.

6. Applicant must fulfill the mandatory drug screen and the criminal background check requirements as stated in the UUH Policy 5-113 & 5-114: Drug Testing and UUH Policy 5-130: Criminal and other background checks on University employees.
   a. Any applicant who receives a flagged criminal background check or fails the mandatory drug screen will be reviewed by the GME Office and the program director.
   b. It will be determined whether the applicant’s position/contract will be withdrawn, hired on probation with a condition, or hired on probation pending the outcome of the case.
   c. The University of Utah Health Human Resources Office will be notified of the decision on how to proceed.
   d. Failure to completely disclose all previous convictions other than minor traffic convictions will be considered falsification of records and will be grounds for automatic dismissal or withdrawal of offer of training.

7. If at any time during GME training, a trainee is being investigated by the Utah Physicians Licensing Board or any other state, that trainee may be placed on administrative suspension until the case is resolved.

8. Falsification of any information by an applicant on any requirement will result in the denial of the application, and the withdrawal of any Trainee Agreement already extended to the applicant. In addition, such falsification may be reported to relevant organizations (e.g. ECFMG).