I. **PURPOSE:**
To outline eligibility and selection criteria for University of Utah School of Medicine, department of Internal Medicine, Division of Endocrinology’s Fellowship Program.

II. **POLICY:**
A. **Equal Opportunity**
   1. The University of Utah does not discriminate on the basis of gender, gender identity/expression, sexual orientation, race, age, religion, color, national origin, disability, genetic information, or veteran’s 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 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.

B. **Eligibility**
   1. All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, or in an RCPSC accredited or CFPC-accredited residency program located in Canada.
   2. Prior to appointment in the fellowship, fellows should have completed an ACGME- or RCPSC accredited internal medicine program.
      a) Fellowship programs must receive verification of each entering fellow’s level of competency in the required field using ACGME or CanMEDS Milestones assessments from the core residency program.
      b) Fellow Eligibility Exception
      c) Review Committee may grant the following exception to the fellowship eligibility requirements: An ACGME-accredited fellowship program may accept an exceptionally qualified applicant**, who does not satisfy the eligibility requirements listed above, but who does meet all of the following additional qualifications and conditions:
         i. Assessment by the program director and fellowship selection committee of the applicant’s suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty; and,
         ii. Review and approval of the applicant’s exceptional qualifications by the GMEC or a subcommittee of the GMEC; and,
         iii. Satisfactory completion of the United States Medical Licensing Examination (USMLE) Steps 1, 2, and, if the applicant is eligible, 3; and,
         iv. For an international graduate, verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification; and,
v. Applicants accepted by this exception must complete fellowship Milestones evaluation (for the purposes of establishment of baseline performance by the Clinical Competency Committee), conducted by the receiving fellowship program within six weeks of matriculation. This evaluation may be waived for an applicant who has completed an ACGME International-accredited residency based on the applicant’s Milestones evaluation conducted at the conclusion of the residency program; and,

a. If the trainee does not meet the expected level of Milestones competency following entry into the fellowship program, the trainee must undergo a period of remediation, overseen by the Clinical Competency Committee and monitored by the GMEC or a subcommittee of the GMEC. This period of remediation must not count toward time in fellowship training.

** An exceptionally qualified applicant has (1) completed a non-ACGME-accredited residency program in the core specialty, and (2) demonstrated clinical excellence, in comparison to peers, throughout training. Additional evidence of exceptional qualifications is required, which may include one of the following: (a) participation in additional clinical or research training in the specialty or subspecialty; (b) demonstrated scholarship in the specialty or subspecialty; (c) demonstrated leadership during or after residency training; (d) completion of an ACGME-International-accredited residency program.

vi. Fellows from non-ACGME- or RCPSC-accredited internal medicine programs must have at least three years of internal medicine education prior to starting the fellowship.

a. The program director must inform applicants from non-ACGME-accredited programs, prior to appointment and in writing, of the ABIM policies and procedures that will affect their eligibility for ABIM certification.

3. To be eligible for appointment to the Endocrinology Fellowship Program at the University of Utah School of Medicine, an applicant must have completed the following:

a) Be a graduate of a United States (U.S.) or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME) --OR--

b) Be a graduate of a college of osteopathic medicine in the U.S. accredited by the American Osteopathic Association (AOA) --OR--

c) Be a graduate of a medical school outside of the U.S. who meets one or more of the following qualifications:

1) Current, valid Educational Commission for Foreign Medical Graduates (ECFMG) certificate;

2) Be a graduate of a medical school outside the U.S. who has completed a Fifth Pathway program provided by an LCME accredited medical school.

1. Beginning in July 2015, for residents and fellows who begin training in an AOA-accredited program which receives ACGME accreditation before graduation, all satisfactorily completed years of training will be accepted towards ABIM’s initial certification eligibility requirements. To be granted admission to an ABIM certification examination, candidates must meet all applicable training, licensure, professional standing and procedural requirements.

a) Applicant must have passed Steps 1, 2CS, and 2CK, and 3 of the United States Medical Licensing Examination (USMLE) prior to the time they will begin training OR
b) Applicant must have passed Levels 1, 2CE, and 2PE, and 3 of the National Board of Osteopathic Medical Examiners COMLEX-USA examination series prior to the time they will begin training.

c) Prior to appointment in the fellowship, fellows should have completed an ACGME-AOA accredited internal medicine residency program.

d) Fellows from non-ACGME-AOA accredited internal medicine residency programs must have at least three years of internal medicine education prior to starting the fellowship.

III. PROCEDURE:

A. We participate in the Endocrinology match program through National Residents Matching Program (NRMP) and use AAMC Electronic Residency Application Service (ERAS) for fellowship applications.

B. Documentation for program application

1. All materials needed are outlined on the ERAS website, and include:
   a) Fully completed ERAS Fellowship Application
   b) Minimum of three letters of recommendation – letter from completed internal medicine residency Program Director is required
   c) Curriculum Vitae
   d) Personal Statement
   e) USMLE scores, steps 1, 2 Clinical Knowledge (CK), 2 Clinical Skills (CS) & 3 or COMLEX-USA scores, level 1, 2 Cognitive Evaluation (CE), 2 Performance Evaluation (PE), & 3
   f) M.D. and D.O. graduates must include the following items in addition to the above:
      1) Letter from current program director
      2) Notarized proof of graduation from medical school with date of graduation
      3) Dean’s Letter and transcripts
   g) International Medical Graduates must include the following in addition to the above:
      1) Copy of green card or documentation of U.S. citizenship
      2) Valid ECFMG certificate with Clinical Skills Assessment certification
      3) Evidence of a minimum of six months of some type of clinical experience in the U.S. in an academic affiliated hospital as evidenced by two letters of recommendation from physicians familiar with their work
      4) At the time of interview all applicants sign the Employment Eligibility/J-1 Clinical Visa acknowledgment form (see attached).

IV. SELECTION PROCESS

A. Application Review Process

1. Applications will be reviewed by the Program Director, faculty application review committee, and/or designee(s) and then invited to interview. Criteria as set forth by the ACGME Program Requirements, the Resident Recruitment Committee, and the University of Utah School of Medicine, will be applied in the review process.

2. General Qualities for Screening of Applicants

   a) Quality of letters of recommendation
   b) Quality of applicant’s medical school and residency training
   c) Compatibility of career goals with the faculty and program AIMS
   d) Potential for an academic career
e) Candidates for this program are selected based on their preparedness, ability, academic experiences, communication skills, and personal qualities such as motivation and integrity.

3. Interview invites will be sent via ERAS messaging.

4. On the interview day, applicants will have opportunities to:
   a) Interact with current fellows
   b) Interview with faculty members
   c) Interview with the Program Director
   d) Attend Clinical Case Conference

5. The program will make the following policies and documents available on the fellowship website:
   a) GME Houseofficer Agreement (contract)
   b) GME Stipend letter, including benefit information for current academic year
   c) GME 1.2 Eligibility and Credentialing
   d) GME 1.3 Medical License, Controlled Substance, DEA, NPI policy
   e) GME 1.6 Criminal Background Checks policy
   f) GME 3.1 Residents Benefits Summary
   g) GME 6.1 Liability Coverage policy
   h) GME 6.3 Medical Malpractice Insurance for Medical Students and Trainees
   i) GME 15.1 International Medical Graduates – Eligibility and Examinations
   j) Program Selection policy
   k) Technical Standards policy
   l) Standards of Performance policy
   m) Resident Clinical and Educational Work hours policy
   n) Program Leave policy
   o) Living in Utah information

6. Following the interview process, the interviewers complete a standard evaluation form for each applicant they interviewed.

7. The fellowship selection committee will determine the recommended match rank list based on application quality and feedback from the interview day. Rules of the match are maintained throughout the selection process.

8. The Program Director will develop the final match rank list based off recommendations and submit to the NRMP.

9. All selected candidates will be required to comply with the University of Utah Health Care policies regarding Drug Testing and Criminal Background Check.

Approval Body: Graduate Medical Education Committee
Approval date: June 9, 1999
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, 4/11, 6/12, 6/13, 9/14, 8/15, 8/16, 9/17, 8/18
Approved: Nov. 12, 2001, 6/05, 10/06, 12/07, 1/09, 4/11, 6/12, 6/13, 9/14, 8/15, 9/17, 8/18
Reviewed: 11/07, 4/11, 6/12, 6/13, 9/14, 8/15, 8/16, 9/17, 8/18
EMPLOYMENT ELIGIBILITY
and
J-1 CLINICAL VISA ACKNOWLEDGMENT

All applicants must complete and sign this form. A copy will be kept in the applicant’s file.

Name: ______________________________ Date: __________

1. Are you legally authorized to work in the United States?
   Yes _______
   No _______

2. Do you now, or will you in the future, require sponsorship for employment visa status allowing clinical patient contact (e.g., J-1 clinical visa)?
   Yes _______
   No _______

Per University of Utah Resident Policy 15.1 (found on GME web site at www.utah.edu/gme) all trainees in clinical programs who require visa sponsorship must obtain a J-1 clinical visa. I acknowledge that I understand this requirement.

__________________________________________

(signature of applicant)