

POLICY: Eligibility, Recruitment/Selection and Appointment Contract

Eligibility Requirements

The University of California requires all residents/fellows possess one of the following for the duration of their anticipated years of training:

- be a citizen of the United States
- be in possession of a green card
- be in possession of an EAD (work permit) or
- possess an ECFMG—sponsored J-1 visa.

UCSF Fresno doesn't generally sponsor H-1B visas. Please contact individual programs regarding their policy on H-1B visa sponsorship.

Applicants must meet one of the following qualifications to be eligible for consideration for appointment for residency or fellowship training in the UCSF Fresno Medical Education Program:

- Graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,
- Graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation(AOACOCA)*; or,
- Graduation from a medical school outside the United States or Canada recognized by the California Medical Board (http://www.mbc.ca.gov/Applicants/Medical_Schools/Schools_Recognized.aspx) who meet one of the following qualifications:
 - a. Possess a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment.
OR
 - b. Possess a full and unrestricted license to practice medicine in the State of California

Residency Program Eligibility Requirements (ACGME CPR Residency III.A.)

Per the ACGME Common Program Requirements, all prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA-approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation. Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.

A physician who has completed a residency program that was not accredited by ACGME, AOA, RCPSC, CFPC, or ACGME-I (with Advanced Specialty Accreditation) may enter an ACGME-accredited program in the same specialty at the PGY-1 level and, at the discretion of the program director and with approval by the GMEC, may be advanced to the PGY-2 level based on ACGME Milestones evaluations at the ACGME-accredited program. This only applies to entry into residency in those specialties where an initial clinical year is not required for entry.

Resident Eligibility Exception

The review committee for the programs will allow the following exception to the resident eligibility requirements:

An ACGME-accredited residency program may accept an exceptionally qualified international graduation applicant who does not satisfy the eligibility requirements listed under the Residency Program Eligibility Requirements section, but who does meet all of the following additional qualifications and conditions:

- Evaluation by the program director and residency selection committee of the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of this training; and,
- Review and approval of the applications qualifications by the GMEC; and,
- Verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.

Applications accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

Fellowship Program Eligibility Requirements (ACGME CPR Fellowship III.A.)

Review Committee to choose one of the following:

Option 1: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.

Option 2: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program.

If Review Committee selected Option 1, fellowship programs must receive verification of each entering fellow's level of competence in the required field, upon matriculation, using ACGME, ACGME-I, or CanMEDS Milestones evaluations from the core residency program.

If Review Committee selected Option 2, fellowship programs must receive verification of each entering fellow's level of competence in the required field, upon matriculation, using ACGME Milestones evaluations from the core residency program.

Fellow Eligibility Exception

The Review Committee for the respective programs will allow the following exception to the fellowship eligibility requirements (*Review Committees that selected Option 1 will decide whether or not to allow this exception. This section will be deleted for Review Committees that do not allow the exception and for Review Committees that selected Option 2*):

An ACGME-accredited fellowship program may accept an exceptionally qualified international graduate applicant** who does not satisfy the eligibility requirements listed under the Fellowship Program Eligibility Requirements section but who does meet all of the following additional qualifications and conditions:

- Evaluation 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
- Review and approval of the applicant's exceptional qualifications by the GMEC.; and

- Satisfactory completion of the United States Medical Licensing Examination (USMLE) Steps 1, 2, and, if the applicant is eligible, 3, and;
- Verification of Educational Commission for Foreign Medical Graduates (ECFMG) certification.

Applicants accepted through this exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

**An exceptionally qualified international graduate applicant has (1) has completed a residency program in the core specialty outside the continental United States that was not accredited by the ACGME, AOA, ACGME-I, RCPSC or CFPC, 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; and/or (c) demonstrated leadership during or after residency. Applicants being considered for these positions must be informed of the fact that their training may not lead to certification by ABMS member boards or AOA certifying boards.

Fellow Transfers (excludes Sleep and HPM)

The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring fellow, and Milestones evaluations upon matriculation.

Recruitment and Selection

1. UCSF Fresno graduate medical education programs participate in organized matching programs, where available, such as the National Residency Matching Program (NRMP). Other matching programs are utilized in specialties in which they are available.
 - a. UCSF Fresno Medical Education Programs selects eligible applicants on the basis of program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. UCSF Fresno Medical Education Programs will not discriminate with regard to sex, race, age, religion, color, national origin, disability, sexual orientation, gender identity, or any other applicable legally protected status. An application should include the following documentation to be considered complete: A completed ERAS application. UCSF Fresno participates in the national Electronic Resident Application Service (ERAS). A Universal application (provided by NRMP) is acceptable for residents not participating in ERAS. Note: For residents chosen by means other than through ERAS, UCSF Fresno policy requires primary source verification to confirm/verify medical school graduation, any residency/fellowship training or any medical licensure. For residents chosen through ERAS, UCSF Fresno policy requires primary source verification to confirm/verify any residency training or any medical licensure.
 - b. A minimum of three letters of recommendation (programs may require letters from specific individuals)
 - c. Medical school diploma
 - d. Medical school transcripts
 - e. ECFMG Certificate (Educational Commission for Foreign Medical Graduates), if applicable
 - f. Transfer letter, if applicable
3. To determine the appropriate level of education for a resident who is transferring from another residency program, ACGME Common Program Requirement (III.C.) state that the program director must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of the transferring resident, and Milestones evaluations upon matriculation.

4. Each residency training program will endeavor to select individuals with special aptitudes and interests compatible with the goals and objectives of their training programs.
5. Each residency training program may have more specific criteria regarding eligibility requirements and selection of residents.
 - Residents and Fellows that are in programs rotating to the VACCHCS must follow Federal Law and register for Selective Service. Federal law requires all male U.S. citizens, regardless of where they live, and male immigrants, whether documented or undocumented, residing in the United States, who are 18 through 25, to register with Selective Service. If you meet the criteria to register and do not, you may be subject to civil and/or criminal penalties defined in the U.S. Government regulation terms. Trainees who have not registered for Selective Service or obtained a Status Information Letter from the Selective Service indicating they were not required to register with Selective Service or are exempt from the registration requirement are not eligible for employment in programs that rotate to the VACCHCS. More information about the requirement can be found at <https://www.sss.gov/Home/Men-26-and-OLDER>.
6. All candidates who are interviewed shall be given a copy of the UCSF Fresno contract (current year), and the visa guidelines. All interviewed candidates must sign and be provided with a copy of the notice of "Employment Eligibility Requirements" for UCSF Fresno. A packet with this information, including a sample resident contract, is provided to the programs annually by the GME Office before interviews commence. This information is also posted on the GME intranet.
7. The offer of a residency or fellowship position is not final until the UCSF Fresno Attestation Statement has been completed by the applicant, the required background check has been completed and both have been reviewed by the Graduate Medical Education office. The attestation form asks for information about matters that are relevant to liability, credentialing and licensure requirements such as malpractice claims, drug and alcohol abuse, disciplinary action, and criminal convictions or pending charges. All "yes" responses require a detailed explanation. The background checks (at initial hire) provides information on all misdemeanor and/or felony charges and includes registration of sex offenders. After review, an offer of a contract may be revoked or the condition of the offer revised. Discovery of untruthful or misleading answers on the attestation form may subject an applicant to withdrawal of an offer or a resident to disciplinary action.
8. The enrollment of non-eligible residents may be cause for withdrawal of accreditation of the involved program.

Appointment Contract

It is the policy of the UCSF Fresno Graduate Medical Education Committee that there be an annual contract in place for each house staff. All UCSF Fresno contracts begin and end according to the academic calendar (July-June). Anyone off-cycle from this calendar will have additional contracts to cover their current PGY level. All contracts must be signed by both the house staff member and program director.

Initial Appointment

Upon verification by the GME Office that an applicant has met eligibility requirements he/she will begin the process of appointment with the GME office. An applicant is considered fully appointed and registered at UCSF Fresno and is entered into the payroll system in order to receive a salary, only after all the following information has been submitted to the GME/HR Office.

1. Completed application file
2. Complete all forms indicated on the orientation portal (e.g. health statement, attestation, etc.)
3. Attendance at Orientation and completion of all University required forms
4. Completion of ACLS
5. Copy of valid Visa (if applicable)
6. Completion of I-9 form

7. A valid California medical license, if applicable, according to the California Medical Board or PTL (post graduate training license).

Renewal Appointment

Upon notification by each program of each house staffs' eligibility for promotion, the GME Office will process an appointment contract according to their level of training. Renewal appointments are contingent upon the completion of the contract packet (to include but not limited to following documents) and are due annually by June 1st;

1. Annual signature of renewal contract by house staff
2. Annual completion of attestation form (any "yes" answers must be explained)
3. Annual completion of health statement form for returning house staff
4. Annual verification of PPD results (if positive, a chest x-ray must be on file)
5. Annual verification of visa renewal (i.e., DS2019 form)

Please note: Any house staff with an incomplete contract packet as of July 1 of the current academic year will be pulled from all clinical services and will not be paid until a completed packet has been received.

*UCSF Fresno is not designated by the American Osteopathic Association to fulfill the requirements of an osteopathic internship.

(Original signed Policy is available in the UCSF Fresno Office of Graduate Medical Education)

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