

**GME POLICY #100                      RESIDENT RECRUITMENT, SELECTION, AND APPOINTMENT****RESIDENT\* RECRUITMENT, SELECTION, AND APPOINTMENT****Applicant Eligibility**

The University of Tennessee College of Medicine Chattanooga has adopted the eligibility and selection criteria for Residents established by the Accreditation Council for Graduate Medical Education (ACGME), as well as the rules of the National Resident Matching Program and the guidelines set by the University's Affirmative Action Policies. Only the following individuals will be considered as applicants in residency and fellowship programs in the University of Tennessee Graduate Medical Education Program in Chattanooga:

- Graduates of Liaison Committee on Medical Education (LCME)-approved U.S. and Canadian Medical Schools.
- Graduates of American Osteopathic Association (AOA) accredited Osteopathic Medical Schools.
- International Medical Graduates who have valid Educational Commission for Foreign Medical Graduates (ECFMG) certificates or who have completed a Fifth Pathway program provided by an LCME-accredited medical school. To meet eligibility requirements, an international medical school's admission standards must meet or exceed those of medical schools accredited by LCME. The Tennessee Board of Medical Examiner's policy on the determination of standards for international medical schools and graduates of unapproved foreign medical schools provides a list of accrediting bodies used to determine medical school compliance. UT GME residency and fellowship programs may not accept graduates from schools that do not comply with this policy, which can be accessed online at:

[https://www.tn.gov/content/dam/tn/health/documents/Foreign\\_Medical\\_School\\_Policy.pdf](https://www.tn.gov/content/dam/tn/health/documents/Foreign_Medical_School_Policy.pdf)

**USMLE Requirements**

- **All** residents/fellows entering any UT College of Medicine – Chattanooga Graduate Medical Education (GME) program on or after July 1, 2009, must have passed USMLE Steps 1 and 2 CK or COMLEX-USA Level 1 and 2-CE.
- Any Agreement of Appointment or offer letter will be contingent upon passing USMLE Steps 1 and 2 or COMLEX-USA Level 1 and 2-CE before the Resident/Fellow enters training. Each resident/fellow is responsible for providing copies of passage of USMLE Steps 1 and 2 CK or COMLEX-USA Level 1 and 2-CE to the program director and GME Office and will not be allowed to start training until this documentation is submitted. A valid ECFMG certificate will be accepted as proof for international medical school graduates.
- All new residents/fellows entering UT College of Medicine – Chattanooga Graduate Medical Education (GME) programs at the PGY3 or higher level must have passed USMLE Step 3 or COMLEX-USA Level 3 before beginning training at UT. The resident/fellow is responsible for providing evidence of passage of USMLE Step 3 or COMLEX-USA Level 3 to the program director and GME Office. Any Agreement of Appointment or offer letter to begin training at the PGY3 or higher level will be contingent upon passing USMLE Step 3 or COMLEX-USA Level 3. Accepted or matched residents and fellows who have not passed the required U.S. Medical Licensing Examinations (USMLE) or National Board of Osteopathic Medical Examiners (NBOME) exam prior to their scheduled start date do not meet eligibility requirements and will be released from their appointment. Any program that releases a resident or fellow who matched through the NRMP will be required to obtain a waiver from NRMP. The waiver must be granted before offering the position to another applicant.

- Any entering resident/fellow who has already passed USMLE Step 3 or COMLEX-USA Level 3 and holds a current, unrestricted medical license, meets UT GME's USMLE requirements. Individual programs may have earlier examination deadlines or specific score requirements. The resident/fellow will be responsible for meeting individual program requirements when they differ from overall institutional GME requirements.
- Any exception to this policy due to specific circumstances must be approved by the Graduate Medical Education Committee and the Designated Institutional Official. The requesting program director must provide written documentation for the exception. The decision of the GMEC and DIO is final. (See GME Policy #630 – Medical License Examination/USMLE Requirements.)

### **Visa Status**

Visa status for International Medical Graduates must fall within the following categories:

- Eligible to seek J-1 visa
- Permanent Resident or Alien status (i.e., "Green card")
- In accordance with University of Tennessee Graduate Medical Education guidelines, our programs do not sponsor Residents for "H1-B" visas.

### **Federal Exclusion Lists and Tennessee Abuse Registry**

The University of Tennessee and Erlanger require that in order to be appointed to a Resident or Fellowship position, physicians must not be listed on any federal Health and Human Services/Office of the Inspector General's (OIG) list of individuals excluded from federal health care programs. Also, physicians must not be listed on the Tennessee Abuse Registry.

### **Application Process and Interviews**

- All applications will be processed through the AAMC Electronic Resident Application Service (ERAS) except in those programs in specialty matches or fellowship programs which handle their own application process.
- Opportunities for interviews will be extended to applicants based on their qualifications as determined by USMLE/COMLEX scores, medical school performance, and letters of recommendation.

### **National Resident Matching Program (NRMP) and Rank Order Process:**

- Our UT College of Medicine – Chattanooga GME Programs participate in the NRMP Main Match. All senior medical student applicants must participate in the NRMP Main Match or another national matching program to be considered.
- All interviewed applicants will be considered for ranking in the Match in order of preference based on the following criteria: USMLE/COMLEX scores, medical school performance, letters of recommendation, residents' and fellows' and faculty perceptions during interviews, determination of communication skills, motivation and integrity via interviews.
- Characteristics such as gender, age, religion, color, national origin, disability or veteran status, or any other applicable legally protected status, will not be used in the selection procedure. The University of Tennessee is an EEO/AA/Title VI/Title IX/section 504/ADA/ADEA employer.
- Recommendations of all interviewing Faculty, Residents, and Fellows will be considered in determining the rank order of interviewed applicants.

**Subspecialty Programs Matching Programs**

- Cardiovascular Disease, Colon & Rectal Surgery, Emergency Medical Services, Emergency Medicine – Clinical Ultrasound, Gastroenterology, Orthopaedic Trauma Surgery, Plastic Surgery, Primary Care Sports Medicine, Pulmonary Medicine/Critical Care, Surgical Critical Care, Urology, and Vascular Surgery utilize their own specialty or fellowship matching programs since they seek applicants for positions beginning beyond the PGY-1 level. Advanced residency or fellowship programs must participate in these specialty matching programs if required by their specialties.
- Applicants to these advanced residency or fellowship programs must have completed the required prerequisite training for each of these specialties by the time they would begin in these subspecialty training in order to be considered for these programs..

**Program Specific Eligibility Criteria**

- Individual program policies may specify additional, specialty-specific eligibility and selection criteria.

**Resident/Fellow Recruitment and Policies**

- All applicants invited to interview, and residents/fellows accepted into or enrolled in a program with a status of Probationary Accreditation must be notified in writing of the probationary status, with copies of these communications sent to the Executive Director of the applicable ACGME Review Committee.
- All applicants invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment.
- Information (either electronically or paper copy), including eligibility requirements and various related GME Policies, must be provided to all applicants invited to interview:
  1. **GME Policy #100** – Recruitment, Selection, and Appointment
  2. **GME Policy #630** – Medical Licensing Exam (USMLE/COMLEX) Requirements
  3. **GME Policy #260** – License Exemption, Prescribing, and TBME Competency Form
  4. **GME Policy #120** – Agreement of Appointment
  5. **GME Policy #130** – Background Check Policy
  6. **GME Policy #140** – VISAs
  7. **GME Policy #220** – Resident Salary/Stipends
  8. **GME Policy #250** – Leave Policies
  9. **GME Policy #280** – Malpractice
  10. **GME Policy #740** – Pre-Employment Drug Testing

**Appointments**

- Appointments will be issued to all matched applicants who meet eligibility requirements.
- Following release of the Match results, attempts will be made to fill any vacant positions in accordance with the terms of the UT College of Medicine - Chattanooga Institutional Agreement with the NRMP. If an applicant is unable to fulfill a Match commitment, the Program will not recruit another candidate until the NRMP has granted a waiver to the applicant.
- Unless otherwise stated in specialty-specific requirements, the Program Director may not appoint more residents than approved by their Review Committee.
- Initial Agreements of Appointment for all positions will be issued through the Graduate Medical Education Office following a review of eligibility.

**Appointments of Residents Transferring from Another Program**

- In accordance with ACGME Common Program Requirement III.C.1., “Before accepting a Resident who is transferring from another Program, the Program Director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring Resident.”
- The DIO must receive copies of this documentation before a transferring resident can begin training at our institution.

**Vacancies**

- Chairs and Program Directors understand that candidates for vacancies can only be considered if they meet the eligibility requirements stated by the ACGME and UT GME policy.
- The Director of Graduate and Medical Student Education must review the eligibility of these candidates to ensure compliance with these guidelines.

**Interviewed Applicants**

- A copy of this policy and a sample copy of the Initial Resident Agreement of Appointment will be distributed to all interviewed applicants.
- This may be accomplished via links from each program’s applicant information webpage.

\*The term, “Resident” refers to both Resident and Fellow trainees.

Revised and Approved by the GMEC 08/13/2021. Administrative edits 11/01/2023.