

### **Resident and Fellow Eligibility and Selection Policy**

**Scope:** University of Washington (UW) graduate medical education (GME) training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), Council on Dental Accreditation (CODA), or American Board of Medical Specialties (ABMS) Specialty Board.

**Purpose:** This policy is designed to ensure fair and consistent consideration and decision-making for all applicants to UW GME residency and clinical fellowship training programs. Recruitment and selection of program applicants is performed by the respective program director, responsible faculty, and department leadership under the oversight of the Graduate Medical Education Committee (GMEC) and Graduate Medical Education (GME) Office.

**Policy:** Each UW GME program must develop a program-specific eligibility and selection policy that is available to all program applicants.

Program policies must comply with applicable specialty-specific eligibility requirements as specified by the relevant ACGME Review Committee (RC), ABMS specialty board, specialty society, or other accrediting body. Programs must further select residents/fellows among eligible applicants based on training program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity, as well as professionalism. Applicants may not be discriminated against on the basis of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, veteran, or any other applicable legally protected status.

**Eligibility:** Program directors must comply with the criteria for resident/fellow eligibility for appointment to ACGME-accredited programs<sup>1</sup> as defined in the Institutional Requirements [IR IV.A.2], the Common Program Requirements for Residency and Fellowship Programs [CPR III.A], and applicable Review Committee requirements.

1. **Residency Programs:** Applicants must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited residency program [CPR III.A.1]:
  - 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 of the United States or Canada, and meeting one of the following additional qualifications:
    - holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
    - holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located. For Washington State, eligibility for a full and unrestricted license requires completion of United States Medical License Examination (USMLE)

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<sup>1</sup> Eligibility criteria may differ for programs accredited by applicable specialty boards, specialty societies, and Council on Dental Accreditation (CODA).

or the Licentiate of the Medical Council of Canada (LMCC) and ECFMG Certification.

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, or in 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.

2. **Fellowship Programs:** Each Review Committee will select one of the following options for program eligibility [*CPR III.A. 1*]:
  - **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. (Core).<sup>2</sup>
  - **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.

International Medical Graduates: International Medical Graduates must be ECFMG Certified at the time of interview to be eligible for the program.<sup>3</sup>

3. **Eligibility Exceptions:** Programs must be familiar with the Eligibility Exception decisions by their respective [Review Committee and](#) eligibility exceptions for their specialty:
  - Eligibility Exception criteria for [Residency](#) [*CPR III.A.4*] and [Fellowship](#) [*CPR III.A.1.c*] programs.
  - **Exceptions for Exceptionally Qualified Applicants:** Eligibility exceptions must be documented in each program's eligibility and selection policy, and any requests for exception submitted by the program director in writing to the GMEC for review prior to offering a position to/ranking an applicant. The requests must address the criteria for exception and verify that the program's Clinical Competency Committee will complete an evaluation of applicant's performance within 12 weeks of matriculation.
4. **CODA Residencies:** For CODA-accredited dental residency programs, eligible applicants must be graduates from:
  - Pre-doctoral dental programs in the U.S. accredited by the Commission on Dental Accreditation; or,
  - Pre-doctoral dental programs in Canada accredited by the Commission on Dental Accreditation of Canada; or,
  - International dental schools that provide equivalent educational background and standing as determined by the program

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<sup>2</sup> Programs must ensure that candidates who are IMGs and graduates of RCPSC and CFPC training programs meet minimum eligibility requirements.

<sup>3</sup> ECFMG Certification required for USMLE Step, Washington State licensing, and CMS requirements.

Applicants must further be eligible for a Washington (or other applicable) state provider license (see [Licensing Policy](#)) and be authorized to work in the United States at the time of appointment<sup>4</sup>;

**Application:** All UW GME training programs are required to use the [Electronic Residency Application Service \(ERAS®\)](#) or other centralized application service if available in their specialty to receive and accept applications to the Program. Programs in disciplines that do not use a centralized service may have applicants apply directly to the program. The list of [Participating Specialties and Programs](#) is available on the ERAS website.

**Interview:** 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 [*IR IV.A.3*]. This includes financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents [*IR IV.A.3.a*].<sup>5</sup> The program's aims must also be made available. All terms, conditions, and benefits of appointment are described in the Residency and Fellowship Position Appointment (RFPA) agreement, which is available by January 15<sup>th</sup> of each year effective for the following academic year, and in the UW Housestaff Association (UWHA) Collective Bargaining Agreement (CBA). These resources are posted on the [Prospective Residents and Fellows](#) page on the GME website.

**Board Eligibility:** Programs are further required to provide applicants who are offered an interview with information related to their eligibility for the relevant specialty board examinations [*CPR II.A.4.a*].(9)].

**Accommodations:** Applicants who require a disability accommodation for the interview may request an accommodation from the [UW Disability Services Office](#). In the event that such an accommodation is requested, the UW Disability Services Office will inform the GME Office and the Program of the request in order to facilitate an appropriate accommodation, if indicated.

**Matching:** All UW GME training programs are required to participate in the National Residency Matching Program (NRMP) Match, San Francisco Match (SF Match), or other organized matching program where available in their specialty.

**NRMP Match:** Program directors and administrators are required to review the terms and conditions of the [Match Participation Agreement](#) each year and comply with applicable Match policies, including the All In Policies for the [Main Residency Match](#) and applicable [Fellowship Matches](#), and the [Waiver](#) and [Violations](#) policies. This information must also be shared with program faculty participating in the interview process.

**Match Participation Waiver:** In the event that a program participating in the NRMP Specialties Matching Service, SF Match, or other organized matching program wishes to accept a candidate outside of the Match, the program must request a waiver from full participation in the Match to the GMEC. Waiver requests must include:

- the number of positions to be included in the Match;
- the number of positions to be offered outside the Match;

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<sup>4</sup> Non-US citizens must be legally able to work in the UW or possess appropriate work authorization prior to their appointment to a UW GME program. Additional requirements or restrictions may apply for positions depending on source of funding, such as grants awarded by the National Institutes of Health (NIH).

<sup>5</sup> Programs with required research time funded on NRSA training grants – in the middle of, during, or immediately following completion of the ACGME requirements – must inform applicants invited to interview of any changes to salary and benefits during their training, as well as any additional terms of the training grant.

- a detailed description of the program's application and selection process for applicants accepted outside of the Match; and
- confirmation that candidates being considered for positions outside the Match will not be interviewed as part of the official NRMP, SF Match or other matching process, and are not currently registered for the Match.

Waivers are time-limited and will not be granted for more than 25% of available positions (or 1 position for programs with less than 4 first year positions) in the program.