



**USF Health – Morsani College of Medicine  
GME POLICY & PROCEDURE**

<b>Title: Eligibility, Recruitment, Selection, and Appointment Policy</b>	GME-200
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**Scope:** Applies to all University of South Florida Morsani College of Medicine (“USF MCOM”) Programs and residents and fellows (“Residents”) in Accreditation Council for Graduate Medical Education (“ACGME”) accredited and non-accredited/non-standard programs as appointed through the House Officer Contract issued by the USF MCOM Graduate Medical Education Office (“GME Office”).

**Background:** As required by Section IV.B.1 of the ACGME Institutional Requirements, the Sponsoring Institution must have written policies and procedures for Resident eligibility, recruitment, selection, and appointment, consistent with ACGME Institutional and Common Program Requirements. Additionally, the Sponsoring Institution must monitor each of its programs for compliance.

**Policy:**

**Appointment Eligibility**

Program directors must comply with the criteria for Resident eligibility for appointment to USF GME programs as defined by this policy, ACGME Institutional [IR IV.B.2] and Common program [CPR III.A] requirements and American Board of Medical Specialties (“ABMS”) certification requirements as applicable.

Appointment Eligibility criteria include:

- Graduate from one of the following:
  - United States or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME)
  - United States college of osteopathic medicine accredited by the American Osteopathic Association (AOA)
  - Medical school outside the United States or Canada with:
    - a valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) and have a passing score for Step 1, Step 2, and Step 3, as applicable, of the United States Medical Licensing Examination (USMLE), or hold a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the program is located,
    - be a U.S. citizen, a legal permanent resident, or hold a visa which provides eligibility to work in the U.S. Typical visas are J-1 (requires Steps 1 and 2 of USMLE and ECFMG certification) and H1-B (requires departmental approval, Steps 1, 2 and 3 of USMLE, ECFMG certification, and a Florida medical license)
- Meet Florida Board of Medicine licensure requirements

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- All applicants must also meet program eligibility requirements as defined by the ACGME’s respective Review Committee (for accredited programs) or the board or accrediting body requirements that will allow a resident to practice within the program’s scope of practice (for non-accredited programs).

**Fellowship Eligibility Exceptions:**

- An ACGME Review Committee may allow exceptions to the fellowship eligibility requirements ([Eligibility Decisions](#) by Review Committee)
  - Exceptional candidates may also be eligible for appointment in non-standard or non-accredited programs.
- Exceptional candidates must meet all 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 exception qualifications by the GMEC; and
  - Satisfactory completion of the USMLE Steps 1, 2, and 3, and;
  - Verification of ECFMG certification
- Applicants accepted through this exception into ACGME accredited programs must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.

**Recruitment and Selection**

Selection: Programs select 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. Programs will not discriminate with regard to race, color, religion, national origin, sex, age, gender identity or expression, sexual orientation, disability, genetic information or protected veteran status. Programs must abide by applicable USF hiring policies.

Program Application: All 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 using the [Non-Match Candidate Application Form](#) or other similar application document.

Notification of Terms, Conditions, Benefits and Program Aims: Programs must ensure each interviewed applicant is informed in writing, by hard copy, or by electronic means of the terms, conditions, and benefits of their appointment either in effect at the time of the interview or that will be in effect at the time of the applicant’s appointment. This includes: stipend; vacation time, sick time, and other leave of absences; and professional liability, hospitalization, health,

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disability and other insurance accessible to Residents and their eligible dependents. The program's aims must also be made available. All terms, conditions, and benefits of appointment are described in the Resident Contract, which is available prior to the start of training.

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)].

Selective Service Registration (Male Applicants Only): As part of the Program, a Resident may be required to rotate through a VA hospital for additional learning opportunities. As a federal requirement of working at a federal agency, males must have registered with the Selective Service System when they were between the ages of 18 to 26 years. This includes individuals who are US citizens, non-US citizens and dual nationals, regardless of their immigration status. Male for this purpose is defined as those individuals born male on their birth certificate regardless of current gender. Only male, non-US citizens on a student or visitor visa are exempt from registration. Though exempt from registration, these males are required to request a Status Information Letter issued from the Selective Service office. Failure to meet these requirements may lead to termination of this contract.

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.

Transfers: 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 Program Director must confirm with the respective ABMS certifying board the amount of credit that can be applied from prior program to the current one.

### **Initial Appointment**

Residents must successfully complete the credentialing and employment processes established by the GME Office prior to commencement of training in a USF GME program. Initial appointment to a Program is conditional and contingent upon successful completion of the credentialing and employment processes and procedures. Residents are responsible for ensuring timely submission of all required documentation to the GME Office prior to commencement of training or appointment renewal.

A Resident's initial or continued appointment will be set at the level and compensation associated with the minimum required experience needed to enter or continue in the program and align with the program's required scope of

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practice for each year of training. In no case will the compensation status level be set higher than the PGY level. If there are questions as to the appropriate appointment level for a resident, this should be resolved prior to appointment acceptance.

Programs and Residents must also comply with the credentialing and employment requirements of all affiliated training sites for the program. Fellowship programs must review milestones from residency training once available from the residency program. Advanced Match specialties must receive proof of successful completion of a prerequisite year of training.

In addition to meeting all eligibility requirements, Residents must meet and/or complete the following prior to initial appointment.

- Possess an active State of Florida Board of Medicine unlicensed physician in training or a full and unrestricted license to practice medicine in Florida.
- Pass background check and drug screen as defined in GME Policy 199A and 199B
- Have current certification in ACLS/PALS/NRP/ATLS, as based upon program and/or affiliated hospital requirements.
- Complete all required onboarding documentation and modules in the electronic Residency Management System, New Innovations.
- Meet all USF Human Resources requirements for employment.
- Complete online and classroom-based training (e.g. - HIPAA, electronic medical record).
- For Residents entering a Fellowship training program – Provide documentation from core residency program director certifying one's ability to progress to the fellowship level.

Additional appointment requirements may be required by specific training programs, the GME Office, or affiliated training sites. Communication of additional appointment documentation will come via the GME Office or directly from the program.

The program will provide Resident names and basic demographic information to GME Office or download ERAS applications into the electronic Residency Management System, New Innovations.

#### Resident Contract

All Residents enrolled in residency training programs at the USF MCOM are employed as Temporary employees with the University of South Florida. To further define the benefits, rights, and policies and procedures that apply to all residents, the USF MCOM GME creates a separate House Officer contract.

It is the policy of the USF MCOM that there be an annual House Officer contract in place for each Resident. House Officer contracts are issued for a maximum of one (1) year in duration. Residents appointed to a training program will receive a contract specific to that Resident in accordance with ACGME requirements. All

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contracts must be signed by the Resident, Program Director and DIO.

APPROVED:



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Senior Associate Dean, Graduate Medical Education/DIO

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Reviewed, Revised, Approved – 6/2005; 8/2008; 10/2011; 2/10/2021; 12/2021

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