

Purpose: To provide guidance to all Graduate Medical Education (GME) training programs and personnel in the recruitment and hiring of residents and fellows.

Scope: This policy and procedure applies to all residents and fellows in programs sponsored by UMKC School of Medicine (SOM). The program's Program Director (PD) is responsible for complying with this policy and procedure and contacting the DIO with any questions or concerns. The School of Medicine and DIO will monitor adherence to this policy and procedure.

I. Eligibility for Appointment to a UMKC School of Medicine Program

The School of Medicine follows eligibility requirements for appointment and selection for residents/fellows as determined by the Accreditation Council for Graduate Medical Education (ACGME) for ACGME-accredited programs.

Resident:

1. An applicant must meet one of the following qualifications to be eligible for appointment to a UMKC School of Medicine program:
 - a. Graduation from a medical school in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME);
 - b. Graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or
 - c. Graduation from a medical school outside of the United States or Canada that meets the following additional qualification:
 - i. Holds a currently-valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment
 - a) UMKC School of Medicine does not support H1-B visas.
2. Holds a full and unrestricted license to practice medicine in the United States licensing jurisdiction in his/her current ACGME specialty/subspecialty program; or
3. Has graduated from a medical school outside of the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school.

Fellow:

1. All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, 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.

II. Eligibility Requirements for ACGME Programs

Residency Programs:

1. The program director (PD) must comply with the criteria for resident eligibility as specified in Eligibility for Appointment to a UMKC School of Medicine Program as stated above.
2. 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, 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.

- a. Residency programs must receive verification of each applicant's level of competency in the required clinical field using ACGME or CanMEDS Milestones assessments from the prior training program.
- b. A physician who has completed a residency program that was not accredited by ACGME, RCPSC, or CFPC may enter an ACGME accredited residency program in the same specialty at the PGY-1 level and, at the discretion of the PD at the ACGME accredited program may be advanced to the PGY-2 level based on ACGME Milestones assessments at the ACGME-accredited program.
 - i. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry.
 - ii. The ACGME Specialty Review Committee may grant the exception to the eligibility requirements specified for residency programs that require completion of a prerequisite residency program prior to admission. The ACGME Review Committees will grant no other exceptions to these eligibility requirements for residency education.
 - a) If such a circumstance is being considered, the PD must notify the DIO and the Graduate Medical Education Council (GMEC) must review and approve the request prior to submission for consideration by the ACGME Review Committee.
 - b) The PD must notify the DIO of any applicant being considered for entry into the program for review and approval prior to an offer being made.

Fellowship Programs:

1. The PD must comply with the criteria for resident/fellow eligibility as specified in Eligibility for Appointment to a UMKC School of Medicine Program as stated above.
2. 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.
3. An ACGME Review Committee may grant the following exception to the fellowship eligibility requirements:
 - a. An ACGME-accredited fellowship program may accept an exceptionally qualified applicant who does not satisfy the eligibility requirements listed above but who meets all of the following additional qualifications and conditions listed below.
 - i. An exceptionally qualified applicant has:
 - a) completed a non-ACGME-accredited residency program in the core specialty, and
 - b) demonstrated clinical excellence, in comparison to peers, throughout training.
 - c) additional evidence of exceptional qualifications is required, which may include one of the following:
 - 1) participation in additional clinical or research training in the specialty or subspecialty;
 - 2) demonstrated scholarship in the specialty or subspecialty;
 - 3) demonstrated leadership during or after residency training;
 - 4) completion of an ACGME International-accredited residency program.
 - ii. Each ACGME Specialty Review Committee has to determine whether the

exception specified above will be permitted.

- a) The PD is responsible for determining if their specialty's Review Committee will allow the exception specified above. If the ACGME Review Committee will not allow this exception, the program requirements will include the following statement: "III.A.2.c) The Review Committee for X Program does not allow exceptions to the Eligibility Requirements for Fellowship Programs in Section III.A.2".
- b. If the ACGME Specialty Review Committee allows acceptance of an exceptionally qualified applicant, the applicant must meet all of the following additional qualifications and conditions:
 - i. Assessment by the PD 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.
 - a) This evaluation may be waived for an applicant who has completed an ACGME International-accredited residency program based on the applicant's Milestones evaluation conducted at the conclusion of the residency program.
 - b) 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.
- c. The PD must notify the DIO of any fellow being considered for entry into the program that does not meet the qualifications stated above.
 - i. GMEC approval per above must be approved along with all qualifications and conditions prior to an offer being made.

III. Recruitment

Program Application: Each residency and fellowship training program has the right to develop and implement policies and procedures for application to the program, including the method of application, the necessary documents supporting the application, and the timeline of the application process. These procedures must be readily available to all eligible applicants.

Equal Employment Opportunity: All residency and fellowship programs sponsored by the UMKC School of Medicine must follow the University's policy on equal employment opportunity: Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by

applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

National Resident Matching Program (NRMP): All training programs are strongly encouraged to participate in the NRMP, when it is available for their specialty. With participation in the NRMP, programs agree to follow the terms and conditions of National Resident Match Participation. No exceptions to this agreement will be allowed. Regardless of NRMP participation, program representatives are expected to be honest and fair in all interactions with program applicants.

Applicant Assessment: Each training program will develop its own set of criteria by which applications and applicants are assessed. These criteria shall speak directly to the applicant's ability to perform the duties and responsibilities necessary for the training program. Academic achievement and potential, as well as evidence of the applicant's professionalism will be considered in this process.

Notification of Terms, Conditions, and Benefits: Each interviewed applicant must be 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 his/her appointment. This includes: financial support; vacation time, sick time, and other leave of absences; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents.

Final Review of Appointed Trainees: It is the responsibility of the employing institution (UMKC, Children's Mercy Hospital, and Center for Behavioral Medicine) to offer and approve employment to each potential trainee in UMKC School of Medicine sponsored graduate medical education programs. The employing institution reserves the right to deny employment to any applicant that does not meet the minimum necessary requirements for the recommended position.

IV. Appointment of Resident/Fellow

UMKC School of Medicine must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The School of Medicine is responsible for monitoring each of its programs with regard to implementation of terms and conditions of appointment.

Conditions for employment:

1. Satisfactorily complete the following:
 - a. any course of study in which Resident is currently engaged;
 - b. any educational or professional prerequisites of the residency program in which Resident will be involved;
 - c. basic life support (BLS) and advanced cardiovascular life support (ACLS) training and obtain current certification of the BLS and ACLS training as of the starting date.
2. Agrees that from the time of Resident or Fellow's acceptance into the program and until the start date of employment, there shall be no material change or alteration in the Resident's or Fellow's credentials, qualifications, recommendations, or professional abilities.
3. Be licensed by the State of Missouri as a physician (or if Resident is in the Oral Maxillofacial Surgery Program, as a dentist) and shall provide the University a copy of his/her Missouri license and any modification or change thereof.

4. Be a citizen of the United States or shall be legally authorized to work in the United States as required by applicable federal, state, and local law, the United State Citizenship and Immigration Services (USCIS) or a successor agency, and this Agreement. If applicable, Resident will remain on same employment status/visa for the duration of training at the University of Missouri-Kansas City School of Medicine or Dentistry as applicable.
5. Complete and pass such background screenings and submit completed pre-employment paperwork as required by the University prior to Resident's starting date.
6. Attend any orientation program(s) required by the University.

In the event that Resident or Fellow has not met any of the aforesaid conditions prior to the start date, then the University may, in its sole discretion, defer the Resident's or Fellow's start date to a later date or terminate the appointment. No compensation shall be due to Resident or Fellow during any time in which these conditions are not met.

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Administered by:

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