



GMEC approved December 18, 2025

Background: Revised from Recruitment and Appointment Policy and Procedure, March 19, 2018

Resident/Fellow Appointments (4.2.)

ACGME Institutional Requirements

(4.2.): The Sponsoring Institution must have written policies and procedures for resident/fellow recruitment, selection, eligibility, and appointment consistent with ACGME Institutional and Common Program Requirements, and Recognition Requirements (if applicable), and must monitor each of its ACGME-accredited programs for compliance. ^(Core)

4.2.a. An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program: ^(Core)

4.2.a.1. graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or, ^(Core)

4.2.a.2. graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association (AOA); or, ^(Core)

4.2.a.3. graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications: ^(Core)

* holds a currently-valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment; or, ^(Core)

* holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in his or her current ACGME specialty-/subspecialty program. ^(Core)

4.2.b. An applicant 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 the applicant's eventual appointments. ^(Core)

4.2.b.1. Information that is provided must include stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows. ^(Core)

4.2.b.2. Information that is provided must include institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence. ^(Core)

4.2.b.3. Information that is provided must include health insurance accessible to residents/fellows and their eligible dependents. ^(Core)

**I. Purpose:**

- A. The purpose of this Policy is to set forth criteria, standards, and requirements for selecting new Trainees as directed in the Accreditation Council for Graduate Medical Education (ACGME) common program requirements.
- B. This Policy is important because physicians selected as Trainees must be eligible to practice as professionals as indicated by UMKC School of Medicine (SOM) and ACGME requirements and standards. Compliance with ACGME requirements is necessary for continued UMKC SOM and Program accreditation.

II. Definitions

- A. International Medical Graduate (IMG) – A physician whose basic medical degree is conferred by a medical school located outside the U.S., Canada, or Puerto Rico.
- B. Program – a UMKC SOM Residency or Fellowship program.
- C. Trainee - a Resident or Fellow in a Program.

III. Process/Content

- A. Program Application
 1. Each 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. Each Program's policies and procedures must also comply with the National Residency Matching Program (NRMP) regulations.
 2. These procedures must be readily available to all eligible applicants.
- B. Programs must select applicants on the basis of preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities, such as motivation and integrity.
- C. Discrimination by ancestry, sex, race, age, religion, color, national origin, disability, Protected veteran status, or any other applicable legally protected status is prohibited.
- D. Each UMKC SOM Program Director (PD) must be certain that each applicant meets all ACGME requirements, is licensed or eligible to be licensed by the Missouri State Board of Registration for the Healing Arts, and, if applicable, meets immigration requirements before accepting the applicant into the Program. PDs must stay up to date of countries listed for U.S. travel restrictions.
- E. The acceptance of unqualified applicants into Programs can lead to withdrawal of certification by The ACGME.
- F. Programs participate in an organized matching program, e.g., NRMP, San Francisco,

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OB/Gyn, as the Program/specialty elects.

G. The primary verification process for new Canadian or U.S. medical graduates consists of the Application for Residency through the Electronic Residency Application Service (ERAS).

1. Minimum documentation required includes:
 - a. Proof the applicant is a graduate of a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) medical school in the U.S. or Canada which is accredited by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA), respectively;
 - b. Medical school transcript;
 - c. Medical Student Performance Evaluation (MSPE), also known as Dean's letter;
 - d. United States Medical Licensing Examination (USMLE) scores; and
 - e. Letters of reference.

H. The Educational Commission on Foreign Medical Graduates (ECFMG) is the primary verification process for foreign-born and international medical graduates (IMG) and requires the following:

1. IMGs must hold one of the following if not a U.S. Citizen:
 - a. J-1 visa (exchange visitor)
 - b. Green card
2. Have a full, unrestricted license to practice medicine in the State of Missouri or hold an ECFMG Certificate, which is a prerequisite to practice medicine in the U.S. and is an eligibility requirement to take Step 3 of USMLE.
3. An ECFMG Certificate is used for an applicant who meets the examination requirements, fulfills the medical education credentialing requirement, and clears the applicant's financial account with The ECFMG. This ECFMG Certificate is considered valid if the "valid through" dates of the English test and Clinical Skills Assessment (CSA) are not later than the Program start date.
4. In order for an applicant to obtain permanent validation of the ECFMG Certificate, The ECFMG must receive documentation from an official of the Program confirming the applicant's entry to the Program. At that time, The ECFMG will provide a "valid indefinitely" sticker to the holder of the ECFMG Certificate.

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- I. Graduates of Medical Schools Outside the U.S. Who Have Completed a Fifth Pathway Program Provided by an LCME Accredited Medical School
 1. A Fifth Pathway Program is an academic year of supervised clinical education provided by an LCME accredited medical school to students who meet the following conditions:
 - a. Have completed, in an accredited college or university in the U.S., undergraduate premedical education of the quality acceptable for matriculation in an accredited U.S. medical school;
 - b. Have studied at a medical school outside of the U.S. and Canada, but that is listed in the World Health Organization Directory of Medical Schools;
 - c. Have completed all of the formal requirements of the foreign medical school except internship and/or social service;
 - d. Have attained a score satisfactory to the sponsoring medical school on a screening examination; and
 - e. Have passed either the Foreign Medical Graduate Examination in the Medical Sciences, Parts I and II of the examination of the National Board of Medical Examiners, or Steps 1 and 2 of the United States Medical Licensing Examination.
- J. Residents Entering a Program After Completing a Preliminary Year at Another Institution
 1. In addition to the requirements listed above, a Resident entering a Program after completing a preliminary year at another institution requires:
 - a. A letter from the program director of the Resident's preliminary year program indicating the Resident has successfully completed the preliminary year of training;
 - b. Written or electronic verification of previous educational experiences;
 - c. A summative, competency-based performance evaluation of the transferring Resident.; and
 - d. A completion certificate, if available.
- K. Residents changing specialties, and/or transferring from a closing program.
 1. Prior to a letter of intent being provided to the applicant:
 - a. CCC reviews summative evaluations, current program director recommendation letter of good standing in current program;
 - b. The PD must ensure completed rotations fit ACGME-RC requirements and indicate any advanced credit given with proposed start and end dates;



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- c. GME Financial Advisory Committee (FAC) needs to approve amount of CAP transferred and any financial gaps; and
- 2. There is a discussion between current program director and PD, and CAP transfer agreement between hospitals for application of needed CAP increase.

L. Transfer Residents

- 1. When considering a potential Trainee who is transferring or who has a non-standard training sequence, the PD should contact the applicable certification Board to determine if there are potential issues for the Trainee's eligibility for Board certification.
- 2. PD discusses with the current program director the Resident's good standing;
- 3. Written or electronic verification from the current program director of Resident's previous educational experiences;
- 4. A summative, competency-based performance evaluation of the Resident;
- 5. Upon acceptance into the Program, transfer of ACGME milestones for Resident;
- 6. PD ensures that the ACGME-RC requirements are met and notifies GME of any advanced credit given and proposed start and end dates of Program;
- 7. FAC review of funding; and
- 8. Additional processing time for J-1 visa holders.

M. Fellows

- 1. Physicians entering a Fellowship Program need, in addition to the appropriate requirements listed above, the following:
 - a. A letter from the program director of the Fellow's previous residency program indicating that the Fellow candidate has successfully completed the residency program;
 - b. Verification that the completed residency program is accredited and meets the ACGME requirements for entry into that particular Fellowship Program; and
 - c. Reference letter from the hospital where the Fellow candidate previously practiced and a National Practitioners Data Bank (NPDB) query if the Fellowship Program start date is not immediately after residency completion.

IV. Recruitment

A. Applicant Assessment

- 1. Each 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



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the duties and responsibilities necessary for the Program.

2. Academic achievement and potential, as well as evidence of the applicant's professionalism, will be considered in this process.

B. Notification of Terms, Conditions, and Benefits

1. 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 the applicant's appointment.
2. This includes financial support; vacation time, sick time, and other leave of absences; and professional liability, hospitalization, health, disability, and other insurance accessible to Trainees and their eligible dependents.

V. Appointment of Trainee

1. UMKC SOM will ensure Trainees are provided with a written agreement of appointment outlining the terms and conditions of their appointment to a Program.
2. The SOM is responsible for monitoring each of its Programs with regard to implementation of the terms and conditions of appointment.
3. The Program may provide a Trainee with a Letter of Intent for an early or off-cycle match at the discretion of the PD prior to entering into a written agreement.

VI. Conditions for Program Acceptance and Employment

A. Applicants must satisfactorily complete the following:

1. Any course of study in which the applicant is currently engaged;
2. Any educational or professional prerequisites of the Program in which applicant will be involved;
3. Clinical affiliates requiring certifications for Trainees, e.g., basic life support (BLS), advanced cardiovascular life support (ACLS), will obtain current required certification training prior to the Program starting date;
4. Agrees from the time of applicant's acceptance into the Program and until the start date of employment, there shall be no material change or alteration in the Trainee's credentials, qualifications, recommendations, or professional abilities;
5. Provide the SOM with an acknowledgment that the applicant has an unrestricted license to practice medicine in Missouri;
6. Be a citizen of the United States or shall be legally authorized to work in the U.S. as required by applicable Federal, Missouri, and local law, the U.S. Citizenship and



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Immigration Services (USCIS) or a successor agency, and this Agreement;

7. If applicable, Trainee will remain on same employment status/visa for the duration of the Program;
8. Complete and pass such background screenings and submit completed pre-employment paperwork as required by the SOM prior to Trainee's start date; and
9. Attend any orientation required by the SOM and clinical affiliates.

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

Administered by:

A handwritten signature in black ink that reads "Phil Byrne".

Phillip D. Byrne, EdD

Associate Dean of Graduate Medical Education