

## **Eligibility, Recruitment, and Selection Policy**

### **I. Scope:**

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

### **II. 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.

### **III. Policy:**

- A. **Program Policies:** Each UW GME program must develop a program-specific eligibility and selection policy that is available to all program applicants.
1. **Specialty Requirements:** 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.
  2. **Program Requirements:** Policies must address any eligibility requirements specific to the UW program which may include:
    - a) Selective Service Registration for VA appointments
    - b) Any requirements or restrictions on positions depending on source of funding, such as training grants awarded by the National Institutes of Health (NIH).
- B. **Program Aims:** The program's aims must be made available to all program applicants [CPR IV.A.1.].
- C. **Recruitment and Selection:** The UWSOM, in partnership with each of its programs, will engage in practices that focus on ongoing, mission-driven, systematic recruitment and retention of a diverse and inclusive workforce of residents and fellows [IR III.B.8.], while maintaining compliance with Washington State Law and [University of Washington policies](#) addressing diversity in recruitment.
1. Programs must recruit and select residents and 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.
  2. Under [University of Washington Executive Order No. 31](#), programs will recruit applicants without regard to race, color, creed, religion, national origin, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, veteran, and based upon their qualifications and ability to do the job.

### **IV. Program Eligibility:**

- A. **ACGME Requirements:** Applicants to UW GME residency and fellowship programs must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program [IR IV.B.2]

- 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 (AOA); or,
- graduation from a medical school outside of the United States or Canada, and holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment.

Program directors must further comply with the criteria for resident and fellow eligibility for appointment to ACGME-accredited programs as defined in the [Common Program Requirements](#) and by the applicable Review Committee.

- B. **ACGME Eligibility Exceptions:** Programs must be familiar with the [Eligibility Exception Decisions](#) by their respective Review Committee. Eligibility Exception criteria are defined in the Specialty Requirements by the relevant Review Committee.
1. 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.
  2. The Graduate Medical Education Committee (GMEC) is responsible for reviewing all exceptionally qualified candidates for resident/fellow appointments who do not satisfy the Sponsoring Institution's resident/fellow eligibility policy and/or resident/fellow eligibility requirements in the Common Program Requirements. [IR I.B.4.b). (15)]. UW programs should use the [Eligibility Exception Request Template](#) to prepare their request for GMEC review.
- C. **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
- D. **Non-US Citizens:** Non-US citizen applicants must have U.S. legal permanent residence or a valid Employment Authorization Document (EAD) that can be extended to cover the training period at the time of appointment or be eligible to apply for a J-1 visa, F-1 OPT, H-1B visa, or TN Visa<sup>1</sup>. Refer to [Visa Policy](#).
- E. **State License:** Applicants must be eligible for a Washington (or other applicable) state provider license (see [Licensing Policy](#)).

## V. Recruitment:

- A. **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 accept applications to the Program. Programs in specialties that do not use a centralized service may have applicants apply directly to the program. The list of [Participating Specialties and Programs](#) is on the ERAS website.

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<sup>1</sup> TN visa eligibility limited to dental residents.

- B. **Matching Process:** All UW GME residency and fellowship 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.
- C. **NRMP Match:** Program directors and administrators are required to review the terms and conditions of the applicable [Match Participation Agreement](#) each year and comply with Match policies, including:
1. All In Policies for the [Main Residency Match](#) and applicable [Fellowship Matches](#)
  2. [Waiver](#) and [Violations](#) policies.

This information must also be shared with program faculty participating in the interview process.

- D. **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. Waivers are time-limited and will not be granted for more than 25% of available positions (or one (1) position for programs with less than 4 first year positions) in the program. Residency and Subspecialty programs subject to the NRMP All in Policy are not eligible to request a waiver. Waiver requests must include:
1. the number of positions to be included in the Match.
  2. the number of positions to be offered outside the Match.
  3. a detailed description of the program's application and selection process for applicants accepted outside of the Match; and
  4. 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.

## VI. Interview and Selection:

- A. **Terms and Conditions of Appointment:** Applicants invited to interview for a residency or fellowship 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 [[IR IV.B.1](#)]. This includes:
1. **Compensation, Leave, Benefits:** Stipends, benefits, vacation, leaves of absence, professional liability coverage, and disability insurance accessible to residents and fellows, and health insurance accessible to their eligible dependents [[IR IV.A.3.a](#)].
  2. **Training Grants:** For programs with required research time funded on NIH National Research Service Award (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.

Terms, conditions, and benefits of appointment are described in the Residency and Fellowship Position Appointment (RFPA) Agreement, and in the Resident and Fellow Physician Union-Northwest (RFPU-NW) Collective Bargaining Agreement (CBA). These resources are posted on the [Prospective Residents and Fellows](#) page on the GME website.

- B. **Board Eligibility:** Programs must provide applicants who are offered an interview with information related to their eligibility for the relevant specialty board examinations [[CPR II.A.4.a](#)].(15) or (16) ], and as required by their specialty Review Committee.
- C. **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.