

RESIDENT* RECRUITMENT, SELECTION, AND APPOINTMENT**Applicant Eligibility**

The University of Tennessee College of Medicine Chattanooga has adopted the eligibility and selection criteria for Residents established by the Accreditation Council for Graduate Medical Education (ACGME), as well as the rules of the National Resident Matching Program and the guidelines set by the University's Affirmative Action Policies. Only the following individuals will be considered as applicants in residency and fellowship programs in the University of Tennessee Graduate Medical Education Program:

- Graduates of Liaison Committee on Medical Education (LCME)-approved U.S. and Canadian Medical Schools. LCME accredited schools are listed on the LCME website: <http://www.lcme.org/directory/>
- Graduates of American Osteopathic Association (AOA) accredited Osteopathic Medical Schools. AOA accredited schools are listed on the AOA website: <https://www.aacom.org/become-a-doctor/u-s-colleges-of-osteopathic-medicine>
- International Medical Graduates who have valid Educational Commission for Foreign Medical Graduates (ECFMG) certificates or who have completed a Fifth Pathway program provided by an LCME-accredited medical school.
- The Tennessee Board of Medical Examiners requires that applicants for license in Tennessee must be graduates either from LCME or AOA accredited schools or from international schools whose admission meet or exceed those of medical schools accredited by the Liaison Committee on Medical Education.
- For applicants to our programs to meet eligibility requirements, The UT College of Medicine Chattanooga and its programs have determined that they will only consider applicants for student rotations or residency/fellowship applications who are from schools who meet these same criteria so they would be eligible for medical license in Tennessee after completing residency. The Tennessee Board of Medical Examiners adopts the following list of accreditation bodies:
 - Medical Board of California list of approved medical schools www.mbc.ca.gov/Applicants/Medical_Schools/Schools_Recognized.aspx
 - Caribbean Accreditation Authority for Education in Medicine and other Health Professions (CAAM-HP) <https://www.caam-hp.org/programs>
 - Accreditation Commission of Colleges of Medicine (ACCM) www.accredmed.org/
 - In addition, the National Committee on Foreign Medical Education and Accreditation (NCFMEA) provides a list of countries whose designated accreditation process or designated organization used for their accreditation has comparable standards used to evaluate medical schools in the United States by the LCME. Medical schools in those countries and accredited by the listed accrediting authority will be deemed to meet the criteria required in Tennessee <http://sites.ed.gov/ncfmea/comparability-decisions/>

USMLE Requirements**USMLE Steps 1, 2 (CK), and 2 (CS)**

- To ensure that all Residents meet minimal standards and meet comparable policies at all University of Tennessee Graduate Medical Education campuses, the UT College of Medicine Chattanooga (UTCOCM) and its Graduate Medical Education Committee (GMEC) require that **all** Residents entering any UTCOCM Graduate Medical Education program at the PGY-1

- or PGY-2 level must have passed the United States Licensing Examination (USMLE) Steps 1 and 2 (Clinical Knowledge and Clinical Sciences) or examinations judged equivalent by individual license (COMLEX –USA or MCCQE). This means that departments have the discretion of accepting the Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Parts 1 and 2 for osteopathic medical school graduates.
- Any Agreement of Appointment or offer letter (Letter of Commitment) will be contingent upon the physician's passing Steps 1 and 2 (or equivalent exams). Each resident or fellow is responsible for providing copies of passage of Steps 1 and 2 (CK and CS) or equivalent examinations to the Program Director and to the Director of Graduate Medical Education and will not be permitted to begin training until this documentation is submitted. A valid ECFMG certificate will be accepted as proof of passing Steps 1 and 2 (CK and CS) for international medical school graduates since the ECFMG confirms this information before issuing the ECFMG certificate.
 - Accepted or matched Residents who have not passed Steps 1 and 2 (or equivalent exams) by July 1 (or the official training start date) will be judged as not having met eligibility requirements and will be released from their appointments. Per NRMP Policies, any program that releases a resident or fellow who matched through the NRMP will be required to obtain a waiver from the NRMP. The waiver must be granted before offering the position to another applicant.

USMLE Step 3

- Applicants for advanced residency or fellowship positions (PGY-3 or greater) must have also passed USMLE Step 3 (or equivalent exam such as COMLEX Part 3 for osteopathic graduates) before beginning training at UT. The resident or fellow is responsible for providing evidence of Step 3 (or equivalent exam) to the Program Director and Director of Graduate Medical Education. Any Agreement of Appointment or offer letter (Letter of Commitment to begin training at the PGY-3 level or higher will be contingent upon passing Step 3 (or equivalent exam).
- Accepted or matched Residents who have not passed the all steps of required U.S. Medical Licensing Examinations (or equivalent exams) prior to their scheduled start date will be judged as not having met eligibility requirements and will be released from their appointment. Per NRMP Policies, any program that releases a resident or fellow who matched through the NRMP will be required to obtain a waiver from the NRMP. The waiver must be granted before offering the position to another applicant.
- Any entering resident or fellow who has already passed Step 3 (or equivalent exam) or holds a current, unrestricted medical license, meets UT GME USMLE requirements. Individual programs may have earlier examination deadlines or specific score requirements. The resident or fellow will be responsible for meeting individual program requirements if they are more stringent from the overall GME requirements.

Visa Status

Visa status for International Medical Graduates must fall within the following categories:

- Eligible to seek J-1 visa
- Permanent Resident or Alien status (i.e., "Green card")
- In accordance with University of Tennessee Graduate Medical Education guidelines, our programs do not sponsor Residents for "H1-B" visas.

Application Process and Interviews

- All applications will be processed through the Electronic Resident Application Service (ERAS) except in those programs in specialty matches or fellowship programs which handle their own application process.
- Opportunities for interviews will be extended to applicants based on their qualifications as determined by USMLE scores, medical school performance, and letters of recommendation.

National Resident Matching Program (NRMP)

NRMP and Rank Order Process for First Year (PGY-1) Positions

- Our UT GME Programs participate in the NRMP MATCH for all PGY-1 positions and will only consider applicants participating in the MATCH.
- All interviewed applicants will be considered for ranking in the MATCH in order of preference based on the following criteria: USMLE scores, medical school performance, letters of recommendation, residents' /fellows' and faculty perceptions during interviews, determination of communication skills, motivation and integrity via interviews. Letters of recommendation from UT faculty will be given high consideration.
- Characteristics such as gender, age, religion, color, national origin, disability or veteran status, or any other applicable legally protected status, will not be used in the selection procedure. The University of Tennessee is an EEO/AA/Title VI/Title IX/section 504/ADA/ADEA employer.
- Recommendations of all interviewing faculty and Residents will be considered in determining the rank order of interviewed applicants.

Federal Exclusion Lists and Tennessee Abuse Registry

The University of Tennessee and Erlanger require that in order to be appointed to a Resident or Fellowship position, physicians must not be listed on any federal Health and Human Services/Office of the Inspector General's (OIG) list of individuals excluded from federal health care programs. Also, physicians must not be listed on the Tennessee Abuse Registry.

Subspecialty Programs

- Cardiovascular Disease, Emergency Medical Services, Gastroenterology, Orthopaedic Trauma Surgery, Plastic Surgery, Surgical Critical Care, Ultrasound (Emergency Medicine), Urology, and Vascular Surgery utilize their own specialty or fellowship matching programs since they seek applicants for positions beginning beyond the PGY-1 level. Our advanced residency or fellowship programs must participate in these specialty matching programs if required by their specialties.
- Applicants to these advanced residency or fellowship programs must have completed the required prerequisite training for each of these specialties by the time they would begin in these subspecialty training in order to be considered for these programs.
- The Emergency Medical Services and Ultrasound Fellowships do not utilize matching programs, however only applicants who meet all eligibility criteria will be considered.

Program Specific Eligibility Criteria

- Individual program policies may specify additional, specialty-specific eligibility and selection criteria.

Appointments

- Appointments will be issued to all matched applicants who meet eligibility requirements.
- Following release of the MATCH results, attempts will be made to fill any vacant positions in accordance with the terms of the UTCOM Chattanooga Institutional Agreement with the

NRMP. If an applicant is unable to fulfill a Match commitment, the Program will not recruit another candidate until the NRMP has granted a waiver.

- Unless otherwise stated in specialty-specific requirements, the Program Director may not appoint more residents than approved by their Review Committee.
- Initial Agreements of Appointment for all positions will be issued through the Graduate Medical Education Office following a review of eligibility.

Appointments of Residents Transferring from Another Program

- 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 DIO must receive copies of this documentation before a transferring resident can begin training at our institution.

Qualifications for Appointment (ACGME Institutional Requirements IV.A.1. and IV.A.2.)

In order to be accepted for an appointment, the Resident/Fellow must:

- 1) Meet all institutional, departmental, and specialty eligibility requirements for their respective training programs (*GME Policy #100 – Resident Recruitment, Selection, and Appointment*);
- 2) Meet minimum and essential technical standards and functions, similar to those established by the University of Tennessee Center for the Health Sciences (UTHSC) for admission to medical school: motor skills; sensory and observational skills; communication skills; conceptual, integrative and quantitative skills; and behavioral/social skills and professionalism (*GME Policy #150 – Technical Standards for Residency Applicants*).
- 3) Successfully pass USMLE Steps 1 and 2 (CK and CS) or equivalent examinations (COMLEX- USA) and submit a copy of the results to his/her Program Director and GME before beginning training (*GME Policy #630, USMLE Requirements*);
- 4) Successfully pass USMLE Step 3 or equivalent examinations if starting as a PGY-3 or higher and submit a copy of the results to his/her Program Director and GME before beginning training (*GME Policy #630 – USMLE Requirements*);
- 5) Meet all federal regulations for work authorization including providing adequate documentation for completion of the I-9 and eVerify. Residents must have a valid social security number prior to beginning training. Residents on employment visas are responsible for meeting all guidelines for lawful entry and continued stay in the United States. Failure to maintain the legal right to work in the United States will result in immediate termination of employment; (*GME Policies #100 – Resident Recruitment, Selection, and Appointment, and #140 – Visa Status for Non-U.S. Citizens*);
- 6) Meet all guidelines established by the Tennessee Board of Medical Examiners for obtaining authorization to participate in the training Program, typically a Resident exemption from licensure paid by the institution or an unrestricted medical license at the expense of the Resident (*GME Policy #260 – Licensure Exemption and Prescribing; and TBME Competency Information Form Competency form*);
- 7) Not be listed on any HHS/Office of Inspector General’s OIG) list or Excluded Parties List System (EPLS) of individuals excluded from federal health care programs and not be listed on the Tennessee Abuse Registry (*GME Policy #100 – Resident Recruitment, Selection, and Appointment*);
- 8) Pass a criminal background prior to final appointment to begin training (*GME Policy #130 – Criminal Background Checks*);
- 9) Pass a drug screen prior to final appointment to begin training (*GME Policy #740 – Pre-Employment Drug Testing*);

- 10) Provide an original, final transcript (denoting award of the MD/DO degree) sent directly from the trainee's medical school to the GME Director. An ECFMG certificate will be acceptable documentation for international medical school graduates if a final transcript is unavailable (***GME Policy #100 – Resident Recruitment, Selection, and Appointment***);
- 11) Provide documentation from a U.S. licensed physician (not a family member) that the trainee is physically and mentally fit to begin a residency or Fellowship (reference UT GME Health Statement form);
- 12) Provide documentation of all appropriate immunizations and completed OSHA required Respiratory Mask Fit test—men must be clean shaven-- through screening by Erlanger Express Care for the Chattanooga Campus (***UTHSC GME Policies #360, #361, and #362, www.uthsc.edu/gme***);
- 13) Obtain a National Provider Identification (NPI) number and provide to GME (***GME Policy #100 – Resident Recruitment, Selection, and Appointment***);
- 14) Obtain Basic Life Support (BLS) certification and Advanced Cardiac Life Support (ACLS) certification prior to or during orientation and provide a copy to the GME Office. Pediatrics Residents are required to obtain Pediatric Advanced Life Support (PALS) certification instead of ACLS certification. Family Medicine Residents are required to obtain both ACLS and PALS certification. Surgery and Orthopaedic Surgery Residents are required to obtain Advanced Trauma Life Support (ATLS) certification in addition to ACLS certification. Emergency Medicine Residents are required to obtain ACLS, PALS, and ATLS certification. Pediatrics, Family Medicine, and OB/GYN Residents are required to obtain NRP certification during orientation (***GME Policy #100 – Resident Recruitment, Selection, and Appointment***).
- 15) Register with the Tennessee Controlled Substance Monitoring Database and CMS PECOS. (***GME Policy #100 – Resident Recruitment, Selection, and Appointment***).

Vacancies

- Chairs and Program Directors understand that candidates for vacancies can only be considered if they meet the eligibility requirements stated by the ACGME and UT GME policy.
- The Director of Graduate and Medical Student Education must review the eligibility of these candidates to ensure compliance with these guidelines.

Interviewed Applicants

- A copy of this policy and a sample copy of the Initial Resident Agreement of Appointment will be distributed to all interviewed applicants.
- This may be accomplished via links from each program's applicant information webpage.

*The term, "Resident" refers to both Resident and Fellow trainees.

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