

OUTSIDE MATCH APPOINTMENTS

The University of Tennessee, Office of Graduate Medical Education (UTGME) is committed to hiring high quality applicants who meet all UTGME and ACGME eligibility requirements. In order to achieve this, the UTGME office will provide oversight of ACGME-accredited programs hiring applicants outside a national match, after the Supplemental Offer and Acceptance Program (SOAP). Approval from the UTGME office must be granted before a verbal or written offer is extended to the applicant.

All new programs must go through a national matching program for their first year of trainees.

*Note: This policy does not apply to non-standard or non-ACGME accredited programs and ACGME-accredited programs that do not have a national match.

Procedure

The Program Director and at least one other faculty member must interview the applicant.

Prior to offering an applicant a residency or fellowship position outside a national match (e.g. NRMP, San Francisco, Urology), the Program Director must submit a written approval request to hire to the UTGME office. This written request must include the following documentation:

- Written justification for selecting the applicant outside the match
- Outside Match Approval Request Form
- Applicant's complete application including
 - Demographic Information
 - Medical School Transcript or ECFMG Certificate
 - Previous GME training
 - USMLE/COMLEX scores
 - Personal Statement
 - Dean's Letter or Summary of Clinical Performance
 - Letters of Recommendation to include letters from any prior GME training
- Explanation for incomplete GME training programs
- Program's Resident/Fellow Selection Guidelines
- [GME Competency Form](#) completed by the applicant

Requests must be submitted to Amy Hall via ahall32@uthsc.edu or GME office. Documentation will be reviewed and discussed on Wednesday of each week. Decisions will be communicated to the Program Director by the end of the week. If the request is denied by GME, it can only be overturned by the Executive Dean of the College of Medicine.

Exceptions

Exceptions to this policy include the following:

1. Residency programs may accept University of Tennessee Medical Students who do not match during the Main Match or SOAP. Residency programs must remain in compliance with NRMP and GME policies and must not exceed ACGME approved complements and GME allotted funding.
2. Fellowship programs who are no subject to the NRMP All in Policy may accept current UT residents and fellows outside the match without obtaining approval from GME.

REQUEST FOR APPROVAL OF OUTSIDE MATCH APPOINTMENT

Approval for the following resident/fellow appointment is requested in order to offer a position to an applicant who will be offered a position outside a national matching program.

In order to present this request to the UTGME office, the following required documentation is attached.

1. Request for approval of outside match appointment information completed below;
2. Written justification for selecting the applicant outside the match;
3. Applicants complete application including:
 - a. Demographic Information
 - b. Medical School Transcript or ECFMG Certificate
 - c. Previous GME training
 - d. USMLE/COMLEX Scores
 - e. Personal Statement
 - f. Dean's Letter or Summary of Clinical Performance
 - g. Letters of Recommendation to include letters from any prior GME training
4. Explanation for incomplete GME training programs
5. Program's Resident/Fellow Selection Guidelines
6. [GME Competency Form](#) completed by the applicant

Name of applicant: _____

Program: _____

The position will be: Off-Cycle Outside Match

Expected start date: _____

Does this applicant meet the program's minimum eligibility standards? Yes No

Does this applicant need a J-1 visa? Yes No

Describe the interview process for this applicant.

List the name(s) of faculty who interviewed the applicant: _____

Does the program have funding for this applicant? Yes No

If this applicant will start the program off-cycle, what entity will provide funding at the end of his/her training when the program will exceed its funded positions? _____

Will the program need an increase in complement to accept this applicant? Yes No

If this applicant is off-cycle, will the program need a temporary increase in complement to cover the end of his/her training? Yes No

If this applicant has completed previous GME training, did you review documentation from his/her previous programs? Yes No

Program Director Signature and Date