

## RESIDENT SELECTION GUIDELINES

### Applicant Eligibility

Medical Education: Only the following individuals will be considered as applicants in residency 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.
- Graduates of American Osteopathic Association (AOA) accredited Osteopathic Medical Schools.
- 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.

To meet eligibility requirements, an international medical school's admission standards must meet or exceed those of medical schools accredited by LCME. The Tennessee Board of Medical Examiner's policy on the determination of standards for international medical schools and graduates of unapproved foreign medical schools provides a list of accrediting bodies used to determine medical school compliance. UT GME residency and fellowship programs may not accept graduates from schools that do not comply with this policy, which can be accessed online at: [https://www.tn.gov/content/dam/tn/health/documents/Foreign\\_Medical\\_School\\_Policy.pdf](https://www.tn.gov/content/dam/tn/health/documents/Foreign_Medical_School_Policy.pdf)

### USMLE Requirements:

**All** residents/fellows entering any Memphis-based graduate medical education program sponsored by the University of Tennessee College of Medicine on or after July 1, 2009, must have passed USMLE Steps 1 and 2 CK or COMLEX-USA Level 1 and 2-CE.

Any Agreement of Appointment or offer letter will be contingent upon passing USMLE Steps 1 and 2 or COMLEX-USA Level 1 and 2-CE. Each resident/fellow is responsible for providing copies of passage of USMLE Steps 1 and 2 CK or COMLEX-USA Level 1 and 2-CE to the program director and GME Office and will not be allowed to start training until this documentation is submitted. A valid ECFMG certificate will be accepted as proof for international medical school graduates.

All new residents/fellows entering Memphis-based GME programs at the PGY3 or higher level must have passed USMLE Step 3 or COMLEX-USA Level 3 before beginning training at UT. The resident/fellow is responsible for providing evidence of passage of USMLE Step 3 or COMLEX-USA Level 3 to the program director and GME Office. Any Agreement of Appointment or offer letter to begin training at the PGY3 or higher level will be contingent upon passing USMLE Step 3 or COMLEX-USA Level 3.

Accepted or matched residents and fellows who have not passed the required U.S. Medical Licensing Examinations (USMLE) or National Board of Osteopathic Medical Examiners (NBOME) exam prior to their scheduled start date do not meet eligibility requirements and will be released from their appointment. Any program that releases a resident or fellow who matched through the NRMP will be required to obtain a waiver from NRMP. The waiver must be granted before offering the position to another applicant.

Any entering resident/fellow who has already passed USMLE Step 3 or COMLEX-USA Level 3 holds a current, unrestricted medical license meets UT GME's USMLE requirements. Individual programs may have earlier examination deadlines or specific score requirements. The resident/fellow will be responsible for meeting individual program requirements when they differ from GME requirements.

Any exception to this policy due to specific circumstances must be approved by the Graduate Medical Education Committee and the Designated Institutional Official. The requesting program director must provide written documentation for the exception. The decision of the GMEC and DIO is final. (See GME Policy #111 – USMLE 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, this program does not sponsor residents for "H" type visas.

### **Application Process and Interviews**

- All applications will be processed through the Electronic Residency Application Service (ERAS) except in those programs in specialty matches or those 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) and Rank Order Process:

- This program participates in the NRMP Match. All senior medical student applicants must participate in the NRMP Match or another national matching plan to be considered.
- 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' and faculty perceptions during interviews, determination of communications skills, motivation, and integrity via interviews.
- 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 the interviewed applicants.

### **Resident/Fellow Recruitment**

- All applicants invited to interview, and residents/fellows accepted into or enrolled in a program with a status of Probationary Accreditation must be notified in writing of the probationary status,

with copies of these communications sent to the Executive Director of the applicable Review Committee.

- All applicants 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 his or her eventual appointment.
- Information (either electronically or paper copy) that is provided to applicants invited to interview must include the following GME policies:
  1. **GME Policy #110** – Recruitment Selection Guidelines
  2. **GME Policy #111** – Medical Licensing Exam Requirements
  3. **GME Policy #115** – Agreement of Appointment
  4. **GME Policy #130** – Background Check Policy
  5. **GME Policy #140** – VISAs
  6. **GME Policy #210** – Resident Salary
  7. **GME Policy #220** – Leave Policies
  8. **GME Policy #240** – Malpractice
  9. **GME Policy #660** – Pre-Employment Drug Testing

### **Appointments**

- Appointments will be issued to all matched applicants who meet eligibility requirements and pass a criminal background check (see policy #130).
- Following release of the Match results, attempts will be made to fill any vacant positions in accordance with the terms of the UT COM Institutional Agreement with the NRMP. If an applicant is unable to fulfill a Match commitment, the Program will not recruit another candidate until 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.
- Agreements of Appointment for all positions will be issued through the Graduate Medical Education Office following a review of eligibility.

### **Individual program policies will specify additional specialty-specific eligibility and selection criteria.**

A copy of these guidelines and a sample copy of the resident Agreement of Appointment will be distributed to all interviewed applicants. (See GME Policy #115 – Agreement of Appointment.)