GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 02

A. SUBJECT: Recruitment and Selection of Graduate Medical Trainees

B: EFFECTIVE DATE: September 16, 2015 (R)

C: POLICY: Policy on Recruitment, Selection, and Appointment of Graduate Medical Trainees

The University of Virginia Medical Center Graduate Medical Education (GME) Programs shall seek to provide all resident and fellow (hereinafter “graduate medical trainee”) applicants the right to a fair application process based on the criteria required by the accreditation organizations and/or specialty board in addition to the criteria set forth by the individual residency and fellowship programs.

In its recruitment of graduate medical trainees, the University of Virginia Medical Center is committed to equal employment opportunity and affirmative action. To fulfill this commitment, the University of Virginia Medical Center administers its GME programs, procedures and practices without regard to age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information and operates both affirmative action and equal opportunity programs, consistent with resolutions of the Board of Visitors and with federal and state requirements, including the Governor’s Executive Order Number One (2014).

All Accreditation Council for Graduate Medical Education (ACGME) accredited training programs must have a program specific policy addressing their eligibility and selection of trainees.

Definition

The term graduate medical trainee shall include those who are enrolled in either a residency position or a fellowship position.

Graduate Medical Trainee Eligibility

1. The ACGME accredited training programs must adhere to the graduate medical trainee eligibility set forth by the ACGME’s Institutional, Common and Specialty specific program requirements. GME programs granted eligibility exceptions by their specialty Review Committee must seek the GMEC approval prior to submitting an offer through the Match or directly to the trainee.

2. Non-ACGME accredited training programs must follow any eligibility requirements set forth by their accreditation organization.

Graduate Medical Trainee Selection
1. Each program must ensure that it selects from among eligible applicants on the basis of the readiness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family medical or genetic information.

2. In selecting from among qualified applicants, ACGME-accredited residency programs must participate in an organized matching program, such as the National Resident Matching Program (NRMP) or SanFrancisco Matching Program, and adhere to its policies. Additionally, programs that do not fill through the Match are encouraged to register for the Supplemental Offer and Acceptance Program (SOAP) if applicable.

3. ACGME-accredited fellowship programs should follow any specialty requirements to participate in the Match.

4. The program director of any GME program into which a graduate medical trainee is transferring must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring graduate medical trainee.

**Graduate Medical Trainee Appointment**

Appointment to the University of Virginia Medical Center shall only be made once the applicant has fulfilled all the documentation required by the GME Office. Please refer to the Graduate Medical Education website, [http://www.healthsystem.virginia.edu/internet/housestaff/credentials.cfm](http://www.healthsystem.virginia.edu/internet/housestaff/credentials.cfm), for relevant policies and procedures.

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