



GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 02

- A. SUBJECT: Recruitment, Selection, and Appointment of Graduate Medical Education Trainees
- B: EFFECTIVE DATE: March 15, 2017 (R)
- C: POLICY: Policy on Recruitment, Selection, and Appointment of Graduate Medical Education 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 Education trainees (GME 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.

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 GME Trainees 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 standards 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 programs or non-accredited programs must follow relevant GME policies and any eligibility requirements set forth by their accreditation organization when applicable.

GME Trainee Recruitment

All candidates for programs (applicants who are invited for an interview) must be informed, in writing or electronic means, of the terms, conditions, and benefits of their appointment, including financial support; vacations, parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the graduate medical trainee and their families; and the conditions under which the Sponsoring Institutions provides call rooms, meals, laundry services, or their equivalents (IR IV. A.3)

Graduate Medical Trainee Selection

1. Each program must ensure that it selects GME Trainees from among eligible applicants based on the applicants' 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 in the selection of GME Trainees.
2. In selecting from among qualified applicants, ACGME-accredited residency programs should participate in an organized matching program if available, such as the National Resident Matching Program (NRMP) or San Francisco 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 accepting GME Trainees transferring from other programs 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

1. 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.
2. The Sponsoring Institution and the program directors must assure that GME Trainees are provided with a written agreement of appointment/contract (i.e. GME Contract) outlining the terms and conditions of their appointment to a program (IR IV. B. 1).

Reviewed/Approved by GMEC: June 1, 2007

Reviewed/Approved by GMEC: November 18, 2009

GMEC Policy Subcommittee Reviewed: January 11, 2011, February 8, 2011

GMEC Reviewed/Approved: February 16, 2011

GMEC Policy Subcommittee Reviewed/Revised: April 08, 2014

GMEC Reviewed/Approved: April 16, 2014

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GMEC Reviewed/Approved: September 16, 2015

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