



UCF/HCA GME Consortium Trainee Recruitment, Selection and Appointment Policy (IV.A.B)

Purpose/Intent: Sponsoring institutions must have written policies and procedures for trainee recruitment, selection and appointment and must monitor each program for compliance.

Policy Summary: This policy provides for equitable procedures for trainee selection and provides for appointment processes that meet criteria established by the ACGME.

Procedures:

1. The AAMC Electronic Residency Application Service (ERAS) is used for PGY1 residency applications. Fellowships, programs offering upper level positions, and new programs approved too late for NRMP may accept applications by alternate methods these appointments must be approved by the DIO and VP for GME for HCA North Florida Division ("VP for GME") in advance of any offer being made.
2. Programs select from among eligible applicants on the basis of residency program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.
3. The program will establish a mechanism to screen all applications to determine which meet eligibility and program criteria. The program director or designee reviews applications that meet eligibility criteria, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications as established by each program.
4. Each applicant who is invited for an interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacation; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the trainees and their families. Each applicant signs a form acknowledging that they have received the required information.
5. Programs offering positions at the PGY1 level will participate in the National Trainee Matching Program (NRMP) (unless the program is approved after usual recruitment season), or program-specific equivalent (if available), and abide by its ethical and procedural rules. Positions unfilled in the match may be offered to qualified applicants by program directors, but such offers must be made with a clear communication to the applicant, both verbally and in writing, that appointment is contingent on the applicant meeting program and institutional requirements.
6. Programs may not offer more positions than approved by the ACGME. Any requests for an increase in program size (temporary or permanent) must be approved by the DIO and VP for GME and the ACGME Residency Review Committee, and permanent increases must also be approved by the consortium GMEC.
7. The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of rank order lists or other offer of a residency position. Each program director should submit the rank order listing to the DIO and the VP for GME prior

- to submission and at least 7 days before the Rank Order List (ROL) deadline from the NRMP. Any transferring trainee application must be reviewed and approved by the DIO and the VP for GME.
8. Immediately following receipt of the results of the Match or the acceptance of an offer for residency training, the program director is responsible for notifying the Graduate Medical Education Department of all candidates accepted and providing a copy of each applicant's file for the University's permanent record. Each trainee's file must include the following:
 - a) Copy of the completed "Application for Graduate Medical Education" from ERAS
 - b) Documentation of completion of accredited medical school in the United States or Canada or accredited osteopathic school in the United States (copy of diploma, if not in application, primary source verification is strongly preferred)
 - c) Documentation of any previous residency training (copy of certificate issued, letter of recommendation from program director)
 - d) Currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), if required by Trainee Eligibility policy (IV.A). If not available when application is submitted, final UCF hire will be contingent upon receipt and start date could be delayed.
 - e) 3 letters of recommendation (if not in application)
 - f) Copy of medical license (if applicable)
 - g) Current visa status for all non U.S. citizens or permanent trainees
 - h) Current contact information, including a current valid email address
 - i) Inclusive dates of appointment
 - j) Postgraduate year of appointment
 - k) USMLE or COMLEX scores, if not provided elsewhere in application
 - l) Social Security number (needed for employment and trainee physician registration. If not available at time of application, they must be eligible to apply for a SSN and the number must be received prior to the trainee's start date of employment, or employment offer and participation in the program will be revoked.)
 9. The GME office will forward the trainee contract and the application for the trainee physician registration (trainee license) from the Florida Board of Medicine to those individuals selected for the program by the NRMP or offered positions. The contract outlines the condition of their employment and references all applicable ACGME requirements (IV.B.2.) Each trainee must meet criteria stipulated by the Florida Board of Medicine for trainee physician registration and will need to submit to a Level Two background screening and fingerprinting at any LiveScan facility.
 10. A background check as detailed in Consortium agreement is completed for each trainee including: criminal background check; sex offender and predator registry search; HHS/OIG Exclusions Database; GSA list of parties excluded from federal programs; U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN); Florida State Exclusion List; professional disciplinary action search.
 11. **Trainee contract:** Trainees who do not meet all eligibility criteria (including Visa or work permit, social security number, academic credentials, licensure, background check, health and drug screening) within a reasonable time frame may have their offer of employment revoked and their participation in the program terminated. Residency programs are permitted to apply for a

waiver through NRMP if trainees do not supply the necessary information within a reasonable time frame or if trainees do not meet eligibility requirements.

12. Compliance with these policies and the trainee employment contract is monitored by the consortium GME committee.