



## UCF/HCA Healthcare GME Trainee Qualifications and Eligibility Policy (IV.B)



Purpose/Intent: Sponsoring institutions must have written policies regarding trainee qualifications and eligibility.

Policy summary: Each program director will ensure all applicants under consideration for residency training in the program meet the qualification and eligibility requirements of the training sites and the Accreditation Council for Graduate Medical Education (ACGME) detailed below. Any exceptionally qualified applicant who does not meet these criteria must be approved by the Designated Institutional Official (DIO) and the consortium GME Committee.

Applicants must meet the following qualification requirements to be eligible for appointment

1. **Medical Education:** Applicants must meet **one** of the following criteria **and** be eligible either for Florida Board of Medicine intern/resident/fellow registration (training license) or a Florida unrestricted license at the time of matriculation.
  - a) Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
  - b) Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).
  - c) Graduates of medical schools outside the United States or Canada and meeting one of the following additional qualifications: (1) Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) OR (2) Holds a full unrestricted license to practice medicine in a U.S. licensing jurisdiction in which they are training. If foreign medical student has not graduated yet at time of application, he/she must have applied for an ECFMG certificate before appointment and must have a valid ECFMG certificate before starting the program and clinical training. In addition, PRIOR to appointment, a letter from the student's medical school must be sent to the GME office confirming a graduation date and that all graduation requirements are fulfilled.
2. **Graduates without U.S. Citizenship/permanent status:** It is a violation of federal law to provide employment to a non-U.S. citizen who does not hold an appropriate Visa or work permit. U.S. citizenship or permanent resident status to the United States is governed by the U.S. Immigration and Nationality Act, which is administered by the U.S. Citizenship and Immigration Services (USCIS). The applicant must hold a visa valid for graduate medical education [exchange visitor (J-1), temporary worker (H-1B), or immigrant visa]. International medical graduates (other than Canada) must also hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG).
3. **Resident Transfer:** If a resident transfers from a residency program at another institution, written verification of the previous educational experiences and an assessment of competency level using ACGME or CanMEDS milestones must be received from the prior training program prior to acceptance into a consortium residency program. Any prior GME training that is counted for credit must have been completed in an ACGME-accredited residency program, or in a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program in Canada. All transfer residents must be approved by the DIO and Vice President for GME.
4. **Fellowship eligibility requirements:** All required clinical education for entry into an ACGME accredited fellowship program must have been completed in an ACGME, RCPSC, or CFPC-accredited residency program.

Fellowship programs must receive verification of each entering fellow's level of competency using ACGME or CanMEDS milestones assessment.

5. **Physical Examination and Selective Service:** All newly-appointed residents (including transfer residents and fellows) must complete the appropriate hospital health screening requirements (see separate policy) and are subject to drug testing. Male citizens and immigrants accepted to programs with required VA rotations must document that they have registered for the U.S. Selective Service or have an exemption.
6. **United States Medical Licensing Examinations (USMLE) or National Board of Osteopathic Medical Examiners COMLEX-USA Examinations:** All residents accepted or continuing in a program must comply with the requirements below:
  - a. **USMLE Step 2 or COMLEX-USA Level 2:** All residents, regardless of postgraduate year, must possess a passing score for Step 2 Clinical Knowledge or COMLEX Level 2 Cognitive prior to matriculating into a UCF/HCA residency program.
  - b. **USMLE Step 3 or COMLEX-USA Level 3:** All residents must possess a passing score for the USMLE Step 3 or COMLEX Level 3 by completion of postgraduate year two. Residents should be familiar with procedures and deadlines; examinations have restrictions as to how often and when exams can be retaken. It is preferred that Step 3 be taken during PGY1 year (individual program policy may mandate PGY1 year), but residents otherwise should plan Step/Level 3 registration by July 15 of PGY2 year and take Step/Level 3 no later than September of the PGY2 year; a test date later than September of PGY2 year needs to be cleared with GME leadership. Residents will not be permitted to be promoted to the PGY3 or higher year, will remain at PGY2 for pay and responsibilities, and are at risk for non-renewal of their employment contracts. Residents who fail Step/Level 3 after the maximum attempts defined by USMLE/COMLEX are not permitted to graduate in their specialty and will be terminated from the program and UCF employment.
7. **Florida Medical License:** All residents accepted or continuing into a program must complete Florida Board of Medicine intern/resident/fellow registration within the requested time frame (must be renewed every two years) or obtain a Florida unrestricted license.
8. **Social Security number:** All residents accepted into a program must have a social security number or be able to obtain one prior to their employment start date.
9. **Resident contract:** Residents 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 will have their offer of employment revoked and their participation in the program terminated. A National Resident Matching Program (NRMP) waiver will be submitted by the program and institution if applicable. Failure to meet eligibility criteria is not subject to appeal through the grievance policy. Residency programs are permitted to apply for a waiver through NRMP if residents do not supply the necessary information within a reasonable time frame.