

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

---

**Purpose:** Sponsoring institutions must have written policies regarding physician learner qualifications and eligibility.

**Policy summary:** Each program director will ensure all applicants under consideration for residency/fellowship 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/physician learner/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
    - i. 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 physician learner 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. Physician Learner Transfer:** If a physician learner transfers from a residency/fellowship 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/fellowship 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 program or College of Family Physicians of Canada (CFPC)-accredited residency program in Canada. All transfer physician learners 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 physician learners (including transfer physician learners and fellows) must complete the appropriate rotation site health screening/immunization 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 residency physician learners accepted or continuing in a program must comply with the requirements below:
  - a. USMLE Step 2 or COMLEX-USA Level 2:** All physician learners, 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 training program.
  - b. USMLE Step 3 or COMLEX-USA Level 3:** Physician learners cannot be promoted to PGY3 year without possessing a passing score for the USMLE Step 3 or COMLEX Level 3. Physician learners should be familiar with procedures and deadlines; examinations have restrictions as to how often and when exams can be retaken. Step 3 should be taken during PGY1 year (individual program policy may mandate PGY1 year), but physician learners 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. Physician learners who do not pass Step 3 are at risk for non-renewal of their employment contracts at end of PGY2 year and cannot complete their training program. Physician learners 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 physician learners accepted or continuing into a program must complete Florida Board of Medicine intern/physician learner/fellow registration within the requested time frame (must be renewed every two years) or obtain a Florida unrestricted license.

8. **Social Security number:** All physician learners accepted into a program must have a social security number or be able to obtain one prior to their employment start date.
  
9. **Physician learner contract:** Physician learners 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 physician learners do not supply the necessary information within a reasonable time frame.