

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:** Federal law prohibits the employment of individuals who are not U.S. citizens or permanent residents unless they hold a valid visa or work authorization. U.S. citizenship and immigration matters are governed by the Immigration and Nationality Act, as administered by U.S. Citizenship and Immigration Services (USCIS). Applicants must possess a visa that is valid specifically for participation in graduate medical education. UCF GME does not sponsor visas for physician learners. J-1 visas are sponsored by the ECFMG and administered through its Exchange Visitor Sponsorship Program (EVSP) and the

consortium participate in that program. Additionally, international medical graduates (including those from Canada) must hold a current and 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 be 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 or fellowship 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 or fellowship training program, including post-training chief positions
 - b. **USMLE Step 3 or COMLEX-USA Level 3:** Physician learners are required to register for and take the United States Medical Licensing Examination Step 3 or the Comprehensive Osteopathic Medical Licensing Examination Level 3 prior to completion of the R1 year of training. Physician Learners are strongly encouraged to read and become familiar with the eligibility requirements, policies, and procedures of the USMLE or the COMLEX- USA.
 - R1 Physician Learners should register for their respective exam by March 1st of their first year of training and complete the exam by June 30th of

their first year.

- R2 Physician Learners who did not pass USMLE Step 3/COMLEX Level 3 in their first year must pass the exam by March 1st of their second year.
 - c. If an R1 Physician Learner does not take the Step 3 or COMLEX 3 exam during the R1 year, the Physician Learner's employment agreement will be terminated prior to the R2 year unless they have taken the exam prior to matriculation into the program and passed it.
 - d. All PGY-2 Physician Learners must pass the Step 3 exam by March 1st of the R2 year.
 - e. If a Physician Learner does not pass the Step 3 exam by the 1st of March of the R2 year, the Physician Learner's Employment Agreement will be terminated prior to the R3 year.
 - f. A Physician Learner's R1 or R2 year will not be extended to meet these requirements.
 - g. Physician Learners shall submit documentation of a passing score on the USMLE Step 3 or COMLEX USA Level 3 to the program director and the program administrator by the 1st of March of the R2 year. Every Physician Learner is responsible for providing copies of the Step 3 exam results to the program director and program administrator. It is the program administrator's responsibility to indicate pass/fail in the Exams section of New Innovations.
 - h. All specialty and subspecialty Physician Learners accepted into Consortium GME programs at the R3 level or above, including fellowships and post-training chiefs, must have already passed the Step 3 exam before entering the training program.
 - i. 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 within a reasonable time frame – including, but not limited to Visa or work authorization, social security number, academic credentials, licensure, background check, health and drug screening- will have their offer of employment revoked and their participation in the program terminated. Excluding medical marijuana, prescription medications are not prohibited under this policy when taken as prescribed under the direction and monitoring of a physician. Medical marijuana is prohibited even when taken as prescribed by a physician. 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.