

<b>Eligibility, Selection, and Appointment</b>	
Effective: January 2000	Revised: 2005, 2011, 2021
Sponsoring Institution: University of Tennessee Graduate School of Medicine	

### **Applicant Eligibility**

Residents and fellows (hereinafter “Trainees”).

The University of Tennessee Graduate School of Medicine Knoxville (GSM) has adopted the eligibility and selection criteria for Trainees established by the Accreditation Council for Graduate Medical Education (ACGME), and the rules of the National Resident Matching Program and the guidelines set by the University’s Affirmative Action Policies. Only the following individuals will be considered as applicants of residency and fellowship programs in the University of Tennessee Graduate Medical Education Program:

- Graduates of Liaison Committee on Medical Education (LCME)-approved U.S. and Canadian Medical Schools. LCME accredited schools are listed on the LCME website.
- Graduates of American Osteopathic Association (AOA) accredited Osteopathic Medical Schools. AOA accredited schools are listed on the AOA website
- International Medical Graduates who have valid Educational Commission for Foreign Medical Graduates (ECFMG) certificates or who have completed a Fifth Pathway program provided by a LCME-accredited medical school.
- The Tennessee Board of Medical Examiners requires that applicants for license in Tennessee must be graduates either from LCME or AOA accredited schools or from international schools whose admission meet or exceed those of medical schools accredited by the Liaison Committee on Medical Education.
- For applicants to our programs to meet eligibility requirements, The GSM and its programs have determined that they will only consider applicants for student rotations or residency/fellowship applications who are from schools who meet these same criteria so they would be eligible for medical license in Tennessee after completing residency. The Tennessee Board of Medical Examiners adopts the following list of accreditation bodies:
  - Medical Board of California list of approved medical schools
  - Caribbean Accreditation Authority for Education in Medicine and other Health Professions (CAAM-HP)
  - Accreditation Commission of Colleges of Medicine (ACCM)
  - In addition, the National Committee on Foreign Medical Education and Accreditation (NCFMEA) provides a list of countries whose designated accreditation process or designated organization used for their accreditation has comparable standards used to evaluate medical schools in the United States by the LCME. Medical schools in those countries and accredited by the listed accrediting authority will be deemed to meet the criteria required in Tennessee [http://sites.ed.gov/ncfmea/comparability\\_decisions/](http://sites.ed.gov/ncfmea/comparability_decisions/)
  - exceptionally qualified candidates for Trainee appointments who do not satisfy the UT GSM eligibility policy and the Trainee eligibility requirements in the ACGME Common Program Requirements. Such candidates require review by the DIO and prior approval by the Graduate Medical and Dental Education Committee in advance of the Match or an offer.

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### **USMLE Requirements**

#### **USMLE Steps 1, 2 (CK), and 2 (CS)**

- To ensure that all Trainees meet minimal standards, the UT Graduate School of Medicine Knoxville and its Graduate Medical and Dental Education Committee (GMDEC) require that all Trainees entering any GME program at the PGY-1 or PGY-2 level must have passed the United States Licensing Examination (USMLE) Steps 1 and 2 (Clinical Knowledge and Clinical Sciences) or examinations judged equivalent by individual license (COMLEX –USA or MCCQE). This means that departments have the discretion of accepting the Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Parts 1 and 2 for osteopathic medical school graduates.
- Any Agreement of Appointment or offer letter (Letter of Commitment) will be contingent upon the physician's passing Steps 1 and 2 (or equivalent exams). Each trainee is responsible for providing copies of passage of Steps 1 and 2 (CK) or equivalent examinations to the Program Director and to the GME Office will not be permitted to begin training until this documentation is submitted. A valid ECFMG certificate will be accepted as proof of passing Steps 1 and 2 for international medical school graduates since the ECFMG confirms this information before issuing the ECFMG certificate.
- Accepted or Matched Trainees who have not passed Steps 1 and 2 (or equivalent exams) by July 1 (or the official training start date) will be judged as not having met eligibility requirements and will be released from their appointments. Per NRMP Policies, any program that releases a trainee who Matched through the NRMP will be required to obtain a waiver from the NRMP. The waiver must be granted before offering the position to another applicant.

#### **USMLE Step 3**

- Applicants for advanced residency or fellowship positions (PGY-3 or greater) must have also passed USMLE Step 3 (or equivalent exam such as COMLEX Part 3) before beginning training at UT. The trainee is responsible for providing evidence of passing Step 3 (or equivalent exam) to the Program Director and the GME Office. Any Agreement of Appointment or offer letter (Letter of Commitment) to begin training at the PGY-3 level or higher will be contingent upon passing Step 3 (or equivalent exam).
- Accepted or Matched Trainees who have not passed all steps of required U.S. Medical Licensing Examinations (or equivalent exams) prior to their scheduled start date will be judged as not having met eligibility requirements and will be released from their appointment. Per NRMP Policies, any program that releases a trainee who Matched through the NRMP will be required to obtain a waiver from the NRMP. The waiver must be granted before offering the position to another applicant.
- Any entering trainee who has already passed Step 3 (or equivalent exam) or holds a current, unrestricted medical license, meets the GME Office requirements. Individual programs may have earlier examination deadlines or specific score requirements. The trainee will be responsible for meeting individual program requirements if they are more stringent than the GME Office requirements.

### **Visa Status**

Visa status for International Medical Graduates must fall within the following categories:

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- Eligible to seek J-1 visa
- Permanent Resident or Alien status (i.e., "Green card")

### **Application Process and Interviews**

- All applications will be processed through the Electronic Resident Application Service (ERAS) except in those programs in specialty Matches or fellowship programs which handle their own application process.
- Opportunities for interviews will be extended to applicants based on their qualifications as determined by USMLE performance, medical school performance, and letters of recommendation.

### **National Resident Matching Program (NRMP)**

#### **NRMP and Rank Order Process for First Year (PGY-1) Positions**

- Our UT GME Programs participate in the NRMP Match for all PGY-1 positions and will only consider applicants participating in the Match.
- All interviewed applicants will be considered for ranking in the Match in order of preference based on the following criteria: USMLE performance, medical school performance, letters of recommendation, trainees and faculty perceptions during interviews, determination of communication skills, motivation, and integrity via interviews.
- Characteristics such as gender, age, religion, color, national origin, disability or veteran status, or any other applicable legally protected status, will not be used in the selection procedure. The University of Tennessee is an EEO/AA/Title VI/Title IX/section 504/ADA/ADEA employer.
- Recommendations of all interviewing faculty and trainees will be considered in determining the rank order of interviewed applicants.

### **Federal Exclusion Lists and Tennessee Abuse Registry**

The University of Tennessee require that in order to be appointed to a Residency or Fellowship position, physicians must not be listed on any federal Health and Human Services/Office of the Inspector General's (OIG) list of individuals excluded from federal health care programs. Also, physicians must not be listed on the Tennessee Abuse Registry.

### **Subspecialty Programs**

- Some programs utilize their own specialty or fellowship Matching programs since they seek applicants for positions beginning beyond the PGY-1 level. Our advanced residency or fellowship programs must participate in these specialty Matching programs if required by their specialties.
- Applicants to these advanced residency or fellowship programs must have completed the required prerequisite training for each of these specialties by the time they would begin in these subspecialty training in order to be considered for these programs.

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### **Program Specific Eligibility Criteria**

Individual program policies may specify additional, specialty-specific eligibility and selection criteria.

### **Appointments**

- Appointments will be issued to all Matched applicants who meet eligibility requirements.
- Following release of the Match results, attempts will be made to fill any vacant positions in accordance with the terms of the UT GSM Institutional Agreement with the NRMP. If an applicant is unable to fulfill a Match commitment, the Program will not recruit another candidate until the NRMP has granted a waiver.
- Unless otherwise stated in specialty-specific requirements, the Program Director may not appoint more trainees than approved by their Review Committee.
- Initial Agreements of Appointment for all positions will be issued through the GME Office following a review of eligibility.
- Appointment to the training program is on an annual basis with the expectation that continuation within the one-year appointment and reappointment annually throughout the duration of the residency period will be based on evidence of satisfactory progress in scholarship and professional growth and the availability of training positions in the program.
- The GME Office will verify the satisfactory performance of each trainee with the respective departmental chairperson and/or program director prior to re-issuing a Letter of Agreement for continuation in the program in each successive year.

### **Appointments of Trainees Transferring from Another Program**

- In accordance with ACGME Common Program Requirement III.C.1., “The program must obtain verification of previous educational experiences and a summative competency-based performance evaluation prior to acceptance of a transferring trainee, and Milestones evaluations upon matriculation”
- The program director needs to discuss with DIO plans to accept a transferring trainee before an offer is made to the trainee. The DIO must receive copies of this documentation before a transferring trainee can begin training at our institution.

### **Vacancies**

- Chairs and Program Directors understand that candidates for vacancies can only be considered if they meet the eligibility requirements stated by the ACGME and UT GME policy.
- The Director of Graduate Medical Education must review the eligibility of these candidates to ensure compliance with these guidelines.

### **Interviewed Applicants**

- A copy of this policy and a sample copy of the resident agreement of appointment will be distributed to all interviewed applicants.
- This may be accomplished electronically.