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## UNIVERSITY OF LOUISVILLE GRADUATE MEDICAL EDUCATION RESIDENT SELECTION POLICY & PROCEDURE

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### BACKGROUND (INTENT)

The sponsored residency training programs of the University of Louisville School of Medicine exist for the purpose of training the highest quality physician possible in each program's respective discipline. The following is the official policy for the selection of candidates for training. This policy is consistent with the Accreditation Council on Graduate Medical Education (ACGME) Institutional Requirements and the Commonwealth of Kentucky Medical and Osteopathic Practice Act Regulations and Statutes. Program directors and coordinators should also be familiar with the "Medical Licensure Policy for Residents" published in the Resident Policies and Procedures manual. Program directors and coordinators are strongly encouraged to call the Office of Graduate Medical Education if questions, problems or uncertainty arise.

### DEFINITIONS (AS USED IN THIS DOCUMENT)

**Resident:** Any physician in a University of Louisville graduate medical education program recognized by the GME Office, including interns, residents, and fellows. Note: The term "resident" in this document refers to both specialty residents and subspecialty fellows.

### POLICY

1. Each program must develop standards for resident qualifications and eligibility and the selection process in accordance with the program's accreditation requirements, Board Certification requirements, and institutional policy.
2. Resident Eligibility Applicants with one of the following qualifications are eligible for appointment to accredited residency programs at the University of Louisville School of Medicine:
  - a. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME).
  - b. Graduates of medical schools in the United States and Canada accredited by the American Osteopathic Association (AOA).
  - c. Graduates of medical schools outside of the United States and Canada who have current valid certificates from the Educational Commission for Foreign Medical Graduates (ECFMG). In addition, as of the 2009-2010 academic year, schools located outside the U.S. and Canada must:
    - I. Be officially recognized in good standing in the country where they are located.
    - II. Be registered as a medical school, college, or university in the International Medical Education Directory.
    - III. Require that all courses must be completed by physical on-site attendance in the country in which the school is chartered.

- IV. Possess a basic course of clinical and classroom medical instruction that is 1. not less than 32 months in length; and 2. under the educational institution's direct authority.
- d. For Dental General Practice Residency or Oral and Maxillofacial Surgery: a) Graduates from a predoctoral dental education program accredited by the Commission on Dental Accreditation; b) Graduates from a predoctoral dental education program in Canada accredited by the Commission on Dental Accreditation of Canada; or c) Graduates from an international dental school with equivalent educational background and standing as determined by the institution and program.
  - I. Dental students sponsored on F1 visas may train utilizing an Employment Authorization Document (EAD) which is obtained via Optional Practical Training (OPT) or Curricular Practical Training (CPT). Canadian and Mexican nationals who have obtained a state/provincial license in their home country, or who have a DDS, DMD, Doctor en Odontologia, or Doctor en Cirugia Dental degree may train utilizing a TN visa.
  - II. These programs are accredited by the Council on Dental Accreditation of the American Dental Association but are under the general auspices of the University of Louisville School of Medicine Graduate Medical Education Programs. Candidates must obtain dental licensure through the Kentucky Board of Dentistry.
- e. ACGME Residency programs must require all prerequisite post-graduate clinical education required for initial entry or transfer be completed in ACGME-accredited residency programs, AOA-approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation.
  - i. A physician who has completed a residency program that was not accredited by ACGME, AOA, RCPSC, CFPC, or ACGME-I (with Advanced Specialty Accreditation) may enter an ACGME-accredited residency program in the same specialty at the PGY-1 level and, at the discretion of the program director of the ACGME-accredited program and with approval by the GMEC's Accreditation Subcommittee may be advanced to the PGY-2 level based on ACGME Milestones evaluations at the ACGME-accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry.
- f. ACGME Fellowship programs must note if the Review Committee (RC) allows exceptions under Common Program Requirements section III.A
  - ii. If the RC allows exceptions, the program must further note if the program will consider exceptions.
  - iii. If the program is considering an exceptionally qualify applicant who does not satisfy the eligibility requirements listed in ACGME III.A.1, programs must provide evaluation by the program director and fellowship selection committee of the

applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty for review and approval by the GMEC's Accreditation Subcommittee PRIOR to any offer of a position. If relevant, material provided to the Accreditation Subcommittee must include Educational Commission for Foreign Medical Graduates (ECFMG) certification information.

### 3. Non-US Citizens/Foreign Nationals

- a. Applicants who are not citizens of the United States must possess or be eligible for one of the following:
    - I. J1 Clinical Visa
    - II. Valid Employment Authorization Document
    - III. Valid Permanent Resident Card
  - b. The following are not accepted for residency or fellowship training:
    - I. J1 Research Visa
    - II. J2 Dependent Visa
    - III. H1B Visa
    - IV. O1 visa
  - c. Individual programs may limit the amount of time they will hold a position open for applicants to obtain appropriate immigration status.
  - d. More information is available Foreign National and International Medical Graduates Policy and Procedure.
4. All resident selection must be made without unlawful discrimination in terms of age, color, disability status, national origin, race, religion or sex, in keeping with University of Louisville standards as an Affirmative Action/Equal Opportunity employer.
5. **The enrollment of non-eligible residents may be cause for withdrawal of accreditation of the involved program and/or the sponsoring institution.**

## **PROCEDURE & PROGRAM REQUIREMENTS ON RESIDENT SELECTION**

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1. Recruitment processes are to be determined at the program level in accordance with ACGME and institutional policies.
2. Programs should select from among eligible applicants on the basis of their preparedness and ability to benefit from the program to which they are appointed. Aptitude, academic credentials, personal characteristics, and ability to communicate should be considered in the selection. Personal interviews prior to selection are strongly encouraged.

3. In selecting from among qualified applicants for first-year positions, sponsored programs must participate in the National Resident Matching Program (NRMP) or other national matching program when it is available.
4. In selecting from among eligible applicants for positions other than the first-year positions, programs should select the most qualified candidates as listed in 2.a. above. Appointment to PGY2 (and above) positions is contingent upon candidates being issued a valid Kentucky medical licenses prior to the beginning of the training year. More information is available via the Medical Licensure Policy for Residents.
5. All positions offered or matched are contingent upon successful completion and passing of a local and national Criminal Background Check (CBC). See the CBC Policy for additional information.

#### **REFERENCES & RELATED POLICIES**

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UofL GME Foreign National and International Medical Graduates Policy and Procedure.

UofL GME Guidelines on Postgraduate Level Designations

UofL GME Medical Licensure Policy for Residents

UofL GME CBC Policy

ACGME Institutional Requirements, Effective July 1, 2022 (Section IV.B)

ACGME Common Program Requirements (Residency, Fellowship, One-Year Fellowship), Effective July 1, 2022

#### **APPROVAL**

Revision Approved by GMEC: 2/16/2011, 6/16/2021, 5/15/2024