

<p align="center">The University of Alabama Hospital Graduate Medical Education Policy and Procedure</p>	<p>GMEC Approved Date: May 6, 2025</p>
<p align="center">GME Recruitment, Selection, Eligibility, Appointment and Promotion Policy</p>	<p>Next Review Date: Spring 2026</p>

A. RESIDENT/FELLOW ELIGIBILITY AND REQUIREMENTS FOR RESIDENCY TRAINING

It is the responsibility of the program director to ensure all applicants under consideration for residency and fellowship training in the program meet the eligibility requirements of the Hospital and the Accreditation Council for Graduate Medical Education (ACGME) detailed below. The enrollment of non-eligible residents/fellows may be cause for withdrawal of accreditation of the program by the ACGME. Only applicants who meet the following qualifications are eligible for appointment to accredited residency/fellowship programs sponsored by the Hospital:

1. **Medical Education:** Only applicants who meet one of the following criteria may be accepted for training in ACGME-accredited programs sponsored by the Hospital:
 - 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 Commission on Osteopathic College Accreditation (AOACOCA).
 - c) Graduates of medical schools outside the United States and Canada (international medical graduates) must possess a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or, have a full-unrestricted license to practice medicine in a U.S. licensing jurisdiction in his or her current ACGME specialty-/subspecialty program.

2. **Entry of Foreign Medical Graduates to the United States:** The entry of foreign-born graduates of non-U.S. medical schools to the United States is governed by the Department of State, and U.S. Citizenship and Immigration Services (USCIS) and approves their work authorization. It is a violation of federal law to provide employment to a non-U.S. citizen who has not received work authorization from USCIS.
 - a) International Scholar and Student Services (ISSS) must be notified of all non-US citizens accepted for residency training. Contact ISSS at (205) 934-1528 or email iss@uab.edu as soon as you are considering a non-US citizen for residency or fellowship training. ISSS will strategize with you about processing the candidate’s current or future immigration status and will advise on the timing and process of the paperwork required for foreign nationals to participate in residency or fellowship training at UAB. Due to sensitive timing issues around obtaining a Social Security number and applying for an Alabama medical license, an H-1B visa may not always be the best (or even viable) option.
 - b) Program Directors considering applicants born outside of the US should be aware that the current immigration landscape is very different from in the past, and that ISSS is the best resource for determining whether J-1 or H-1B is the best option for your candidate. Please do NOT offer or promise a particular immigration status to a candidate without consulting ISSS.

c) International medical graduates must hold a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), which sponsors all residents and fellows in the US for J-1 visas. If a candidate has not received the Step 3 USMLE certificate, an H-1B visa is not an option. After consulting ISSS, program directors may communicate the visa type or immigration status agreed upon with ISSS to the international applicant. Residency program directors may ultimately choose which visa types to accept, after consultation with ISSS and must communicate it to applicants.

3. Prerequisite Residency Training: All applicants must satisfy any requirements for prerequisite residency training, as established by the relevant Residency Review Committee and/or certifying board for the specialty.

a) **Residency Programs:** All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs, must be completed in:

- i. ACGME-accredited residency programs,
- ii. AOA-approved residency programs,
- iii. Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or
- iv. College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada
- v. Residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation

b) **Fellowship Programs:** The ACGME CPRs (Fellowship), include two choices for fellowship eligibility. Program Directors must be familiar with the Resident Review Committee’s requirements.

All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs, must be completed in:	
Option 1	Option 2
ACGME-accredited residency programs,	ACGME-accredited residency programs,
AOA-approved residency programs,	AOA-approved residency programs,
Residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation,	
Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or	
College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada	

Residency programs and Fellowship programs (Option 1) must receive verification of each resident’s level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation. Program Directors must review Residency Review Committee and/or certifying board requirements to ensure compliance. Fellowship programs (Option 2) must receive verification of training through ACGME milestones.

4. **Eligibility Exception:** Some Residency Review Committees allow exceptions to the eligibility requirements for exceptionally qualified international graduate applicants who does not satisfy the eligibility requirements listed in 3.2. Program Directors must review their program specific requirements. The GMEC must approve exceptional candidates prior to placing the applicants on your rank list. If approved and applicants matriculate, the program's CCC must review the resident/fellow within 12 weeks.
 - a) Residency Programs: A Review Committee may permit the eligibility exception if the specialty requires completion of a prerequisite residency program prior to admission.
 - b) Fellowship Programs: A Review Committee may permit the eligibility exception if the specialty chooses Option 1 in the CPRs (Fellowship) Section 3.2
5. **Resident/Fellow Transfer:** If a resident/fellow transfers from a residency program at another institution, the following is needed: a) review of competency-based evaluations from the transferring institution, b) verification of the previous educational experiences and a statement regarding the resident/fellow's performance evaluation must be received prior to acceptance into a UAB residency program. A summative competency-based performance evaluation and milestones upon matriculation must be maintained in the resident's file.
6. **Health Appointment in Employee Health:** All newly appointed residents/fellows must complete and pass a pre-employment health exam, within 30 days of the date of employment (see Section V.D. for details).
7. **United States Medical Licensing Examinations (USMLE) or Comprehensive Osteopathic Medical Licensing Examination (COMLEX):** All residents/fellows must comply with the requirements for passing USMLE Steps 2 and 3 or COMLEX Levels 2 and 3 as outlined in the USMLE, COMLEX & Licensure Requirements policy .
8. **Alabama Medical License:** All residents/fellows must obtain an unrestricted Alabama license to practice medicine as soon as they meet the minimum postgraduate training requirements stipulated by the Alabama Board of Medical Examiners. See the USMLE, COMLEX & Licensure Requirements policy for details.

B. SELECTION OF RESIDENTS/FELLOWS

1. Programs should select from among eligible applicants based on residency program-related criteria such as preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, veteran status, or any other applicable legally protected status.
2. The program director, in conjunction with the program's Education Committee and/or teaching faculty, reviews all applications, and personal interviews are granted to those applicants thought to possess the most appropriate qualifications, as determined by guidelines established by the program.
3. Each applicant who is invited for an interview must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including stipends/financial support, benefits, vacation, leaves of absence, including medical, parental, and caregiver leaves of absence; professional liability, health, insurance provided for the residents/fellows and their dependents; the conditions under which

- call rooms, meals, laundry services, or their equivalents are to be provided; information related to the applicant's eligibility for the relevant specialty board examination.
4. In selecting from among qualified applicants, it is strongly recommended that all programs participate in an organized matching program when such is available for the specialty.
 - a) Programs who recruit U.S. medical school seniors must participate in the National Resident Matching Program.
 - b) The program director is responsible for verifying the eligibility of all candidates under serious consideration prior to the submission of rank order lists or other offer of a residency position.
 5. An offer for residency training is extended directly to the applicant by the program director or his/her designee, through a letter of offer.
 6. Immediately following receipt of the results of the Match, the program director is responsible for notifying the Graduate Medical Education Department of all candidates accepted and providing a copy of each applicant's file for the Hospital's permanent record. Each resident/fellow's file must include the following:
 - a) Documentation of completion of medical school (copy of medical school diploma, dean's letter),
 - b) Copies of two letters of recommendation,
 - c) Current email address,
 - d) Inclusive dates of appointment,
 - e) Postgraduate year of appointment

C. RESIDENT/FELLOW AGREEMENT OF APPOINTMENT

1. A "Resident Agreement" must be completed for all residents/fellows upon entry into a residency program and a "Resident Agreement" for each year of training thereafter. The agreement must be signed by the resident/fellow, program director, and Designated Institutional Official and the original agreements maintained as a part of the Hospital's permanent records.
2. A UAB Health System Medical and Dental Staff Code of Conduct for Professional Behavior Acknowledgment Form must be signed by the resident/fellow and submitted along with each Resident Agreement
3. Any resident/fellow who is not to be reappointed at the end of the contract year should be notified in writing by the program director at least four months in advance. However, if the primary reason for the nonrenewal occurs within the four months prior to the end of the agreement, the notice of nonrenewal may be sent less than four months in advance of the nonrenewal. Any resident/fellow receiving notice of intent to not renew his/her contract may request a hearing as outlined in Grievance Procedures, Section XI.C.
4. Any resident/fellow who elects to not renew his contract for residency training must provide the program director with written notice four months prior to the end of the current contract year. However, if the primary reason for the nonrenewal occurs within the four months prior to the end of the agreement, the notice of nonrenewal may be sent less than four months in advance of the nonrenewal.

D. INITIAL RESIDENT/FELLOW APPOINTMENT (Contract)

The following guidelines and procedures shall govern the appointment of physicians to graduate medical education programs sponsored by the Hospital:

1. The appointment of a physician to a residency position shall be for the sole purpose of pursuing postgraduate medical education.
2. The initial appointment shall be for one year and is made upon recommendation of the program director with approval of the Designated Institutional Official.
3. The resident/fellow must be appointed to the postgraduate year for which he/she is qualified as specified by the certifying board of the specialty. Previous postgraduate training in another specialty will not be taken into consideration unless such training is credited by the certifying board of the specialty of enrollment. The Graduate Medical Education Department must be provided with a letter from the certifying board which indicates the number of months or years credit that will be given before a resident/fellow's postgraduate year can be adjusted.
4. A physician appointed to a residency position without compensation must demonstrate health insurance coverage substantially equivalent to that offered by the institution, obtain professional liability insurance through the UAB Office of Risk Management and Insurance, and comply with all requirements and conditions for employment outlined in this manual. Such appointments must be approved in advance by the Designated Institutional Official of the Hospital.
5. The program director, or his/her designee, is responsible for initiating the personnel form required for the appointment of a resident/fellow. The completed personnel form ("Oracle document"), and resident/fellow contract ("Resident Agreement") must be forwarded to the Graduate Medical Education Department for Hospital review and approval. A resident/fellow's appointment is contingent upon receipt of a completed Resident Agreement and resident/fellow compliance with requirements outlined in this policy.
6. An international medical graduate (IMG) appointed to a residency position must meet all applicable educational requirements, possess a visa which permits participation in a graduate medical education program, possess a valid ECFMG certificate, and meet the licensure requirements of the State of Alabama. These documents must be reviewed and found to be in order by the Graduate Medical Education Department prior to the commencement of any medical activity within the Hospital.
7. A UAB Health System Medical and Dental Staff Code of Conduct for Professional Behavior Acknowledgment Form must be signed by the resident/fellow and submitted along with the "Resident/Fellow Agreement."

E. PROMOTION/ADVANCEMENT OF RESIDENTS/FELLOWS

1. The promotion/advancement of a resident/fellow from one postgraduate level to another in a graduate medical education program generally occurs following the satisfactory completion of each 12-month period of graduate medical education.
2. Such promotion/advancement is made upon recommendation by the program director and is regarded as the same process as the initial appointment award.
3. For each resident/fellow advanced, the program administration is responsible for completing the appropriate personnel form ("Oracle document") indicating the change

in postgraduate year, dates of appointment, and adjustment in salary. The personnel form must be routed to the Graduate Medical Education Department for Hospital review and approval.

4. A resident/fellow contract (“Resident Agreement”) signed by the resident/fellow and program director must be completed and forwarded to the Graduate Medical Education Department for Hospital review and approval.
5. A UAB Health System Medical and Dental Staff Code of Conduct for Professional Behavior Acknowledgment Form must be signed by the resident/fellow and submitted along with the “Resident Agreement”.
6. As a condition of promotion/advancement, the resident/fellow is responsible for completing all mandatory education required by the Sponsoring Institution (i.e., compliance training, Joint Commission education, etc.) and obtaining a flu vaccine each year as outlined the GME Policy and Procedure Responsibilities and Conditions of Appointment.
7. The GME Office will verify that the resident/fellow has completed all mandatory education required by the Sponsoring Institution and that current flu vaccine documentation is available in Employee Health before submitting the contract to the DIO for approval.

In addition, residents/fellows are expected to:

1. Develop a personal program of learning to foster continued professional growth with guidance from the teaching staff;
2. Participate fully in the educational and scholarly activities of their program and, as required, assume responsibility for teaching and supervising other residents/fellows and students;
3. Participate in appropriate institutional committees and councils whose actions affect their education and/or patient care;
4. Participate in an educational program regarding physician impairment, including substance abuse.
5. Submit to the program director or the designated institutional official at least annually confidential written evaluations of the faculty and of the educational experience.

F. GAP TIME BETWEEN ACGME-ACCREDITED TRAINING PROGRAMS (UAB GME APPOINTMENTS)

There are some instances where there may be a gap between ACGME-accredited training program time that may affect your UAB original date of hire. (example may include: completing residency on June 30th and starting fellowship on August 1st). Typically, during the gap time, residents/fellows are not working at UAB in any capacity leading to a “Termination Document” in Oracle HR system. This process will affect a resident/fellow’s original service date at UAB which will affect eligibility for FMLA and Paid Parental Leave.

Within 30 days of the rehire date, a resident/fellow must request a reinstatement request to [HR Talent Performance & Relations \(Contact Us - Human Resources\)](#) to ensure the original service date at UAB is considered.