



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

ELIGIBILITY AND SELECTION OF RESIDENTS/FELLOWS

PURPOSE: The purpose of this Texas Tech University Health Sciences Center School of Medicine (TTUHSC SOM) Graduate Medical Education (GME) Policy and Procedure is to establish a policy regarding required criteria for eligibility and selection of residents and fellows.

REVIEW: This TTUHSC SOM Policy and Procedure will be reviewed on [September 1](#) of each even-numbered year by the Lubbock GME Office, with recommendations for revision forwarded to the GME Coordinating Council by [September 30](#) of the same year.

POLICY/PROCEDURE:

The TTUHSC SOM shall assure that all appointed residents are eligible as defined below:

1. Applicants with one of the following qualifications are eligible for appointment to ACGME-accredited programs provided they qualify for at least one of the requirements below:
 - a. Graduates from 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 and Canada who meet one of the following qualifications:
 - i. Have received a valid current certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment, or
 - ii. Have a full and unrestricted license to practice medicine in a United States licensing jurisdiction in which they are training.

- iii. Have completed a Fifth Pathway program provided by an LCME-accredited medical school.
2. Institutions and ACGME-accredited programs that appoint non-eligible residents will be subject to administrative withdrawal.
3. All first year residency positions (PGY-1) should be offered through the National Residency Matching Program (NRMP) or another national matching program. Programs that consider applicants who are medical students at the time of consideration must do so through a national matching program (NRMP or other). When programs do not fill through the match, residents may subsequently be appointed to unfilled positions from the pool of unmatched students, or other sources, as long as they meet institutional standards.
4. All resident applicants must submit to a Criminal Background Check (please see specific policy) before beginning residency training. Individuals listed by a federal agency as **excluded, suspended, or otherwise ineligible for participation in federal programs** are ineligible for residency or fellowship at TTUHSC SOM.
5. Non-citizens must have permanent resident status or an ECFMG sponsored J-1 visa for medical residency positions in programs sponsored by TTUHSC SOM.
6. Resident Selection:
 - a. TTUHSC SOM must ensure that its ACGME-accredited programs select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communications skills, and personal qualities, such as motivation and integrity.
 - b. ACGME-accredited programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.
 - c. In selecting from among qualified applicants, it is strongly recommended that sponsoring institutions and all ACGME-accredited programs participate in an organized matching program, such as the NRMP, where such is available.
7. It is the policy of the TTUHSC SOM and its affiliated hospitals to employ resident selection processes that are free from impermissible discrimination. In compliance with all federal and state laws and regulations, the Texas Tech University Health Sciences Center School of Medicine Policy and Institutional Policy, persons shall not be subject to discrimination in the process of resident selection on the basis of gender, race, age, religion, color, national origin, disability, sexual orientation, or veteran status.

8. Residency programs' resident selection committees rank candidates on the basis of the group's assessment of the individuals' potential contributions in that particular specialty of medicine. These judgments are based on the applicants' academic performance, the assessment of their faculty, as reflected in letters of recommendation, and personal qualities evaluated during the interview process conducted by faculty and resident representatives including, but not limited to, motivation, integrity, and communication skills.
9. Residents who apply for transfer from another GME program to the TTUHSC SOM are subject to additional requirements. Per ACGME requirements, program directors of the previous programs must provide written verification of the individuals' previous educational experiences and statements regarding the performance evaluation of the transferring residents.

In addition to the guidelines above, the Texas Medical Board mandates **postgraduate resident permits** for all residents entering Texas residency programs. Residents will not be allowed to enroll in programs until they have been issued physician-in-training permits or Texas medical licenses.