



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

**SOM OP:** 50.03, **Eligibility, Recruitment, Selection and Appointment**

**PURPOSE:** The purpose of this School of Medicine (SOM) policy and procedure is to address the appointment of residents and fellows into GME programs.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to each campus GMEC for comment and the Office of the Dean for approval and publication.

**POLICY/PROCEDURE:**

Texas Tech University Health Sciences Center School of Medicine GME programs must have program specific procedures and standards for eligibility, recruitment and selection of residents and fellows: All program specific procedures and standards shall comply with this policy and with ACGME, TMB or other governing bodies requirements guiding eligibility, recruitment, selection and appointment of residents and fellows.

1. **Eligibility.** Programs must select from among eligible applicants on the basis of GME program-related criteria indicating (i) capability of participating in safe, effective, professional patient care with increasing responsibility and progressive autonomy, and (ii) the likelihood of successful training through to program completion; such criteria including, without limitation: an applicant's preparedness, history and prior experiences, ability, aptitude, academic credentials, scholarly activities, communication skills, professional attributes and personal qualities such as motivation, integrity and interpersonal skills. Applicants must have one of the following qualifications to be eligible for appointment to residency and fellowship programs at TTUHSC:
  - a. graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME) or graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA); or,
  - b. graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
    - holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
    - holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.
  - c. Other requirements, such as prerequisite post-graduate clinical education required for initial entry or transfer, as defined by ACGME, TMB or other governing body must be confirmed at the time of application.
    - GME programs must obtain verification of previous educational

experiences and a summative competency-based performance evaluation prior to selection, and Milestones evaluations upon appointment if a transferring resident.

- d. Additionally, GME programs must verify applicants are not ineligible at the time of application for future TMB licensure, such as due to exceeding USMLE/COMLEX exam attempt limits, beyond maximum time frame for passage of licensing exams, or unacceptable Medical Education (Clerkships) performed in the US. Please refer to TMB Board Rules, section 163, for complete licensure requirements.
- e. Exceptions to standard eligibility, as defined by this policy and ACGME, TMB or other governing bodies requirements, must be reviewed and approved by GMEC.
  - Applicants accepted through an exception must have an evaluation of their performance by the Clinical Competency Committee within 12 weeks of matriculation.
  - If acceptance under the exception impacts the applicants future Texas license or specialty board eligibility, the program must inform the applicant in writing before appointment.

2. **Recruitment.** For the recruitment of qualified applicants, all GME Programs should use the specialty specific application service, such as ERAS, SF Match CAS, ResidencyCAS, or SAFAS. When a specialty specific resource is unavailable, TTUHSC GME can provide a standardized application form. Application material collected should include, at minimum, an application form, curriculum vitae, personal statement, medical school transcript, USMLE/COMLEX transcript, three (3) letters of reference, and MSPE/Deans Letter. TTUHSC SOM Addendum to Application and Clinical Clerkship Affidavit must be completed at the time of interview. Programs shall also obtain a signed acknowledgement from each applicant interviewed that the contract, institutional and program policies, and any other written, electronic, and verbal information about the program has been shared or made available to each applicant interviewed

GME Programs shall also participate in an organized matching program where available, such as the National Residency Matching Program (NRMP), SF Match, and AUA Match, and abide by all matching program policies and procedures. Any exceptions to use of an organized matching program or to adherence to the policies and procedures of the matching program must be approved by the GMEC. Any deviations from standard matching program practices, such as offering positions outside the match, when allowed under the matching program policies and procedures, must be discussed with DIO prior to execution. TTUHSC SOM expects all programs, regardless of the organized matching program the program participates, to comply with the principles set forth in the NRMP *Match Code of Conduct for Programs*.

For off-cycle or outside organized matching program, such as post-SOAP or transfer positions, the same application material expectations must be met as described above. To the extent possible, recruitment of off cycle or outside match positions should follow an equivalent process for recruitment and selection, including maintaining GME program-related eligibility criteria.

3. **Selection.** Programs must not discriminate with regard to gender, sexual orientation, race, age, religion, color, national origin, marital status, disability, veteran status, or any other applicable legally protected status. Selections and ranking of applicants should be based on the qualifications, behaviors, and compatibility with the GME program. For each GME Program, the selection of residents and fellows should be the responsibility

of a committee of the faculty which has the opportunity to review application materials, evaluate candidates against the GME program-related criteria, and agree as a group on those residents to be selected, with final review and approval by the Program Director.

When participating in an organized matching program, GME programs are expected to certify rank lists at least two (2) days prior to the rank order list certification deadline. When decision to change rank list within two (2) days of certification deadline, the DIO must be notified. Final rank lists should be made available to the DIO for review and maintenance of records; DIO has access to GME program rank lists participating in NRMP matching programs.

Each GME program must assess if the Program Director or any participating faculty have an existing familial or consensual relationship, or other conflict of interest as defined by Regents' Rule 03.01, with any applicant. At the opening of each organized matching program rank list, the DIO will seek confirmation from the GME program that no such relationship or conflict exists. If one is identified, a management plan will be established to remove the faculty from participation or influence of interview and ranking of the applicant. The management plan will be written and signed by Program Director, Department Chair, and DIO. Failure to identify or inform the DIO of a relationship or conflict of interest will result in discipline as determined by TTUHSC policies and procedures and Regents' Rules.

4. **Appointment.** A match with an applicant through an organized matching program will be considered a binding commitment and expectation for the applicant and GME program to begin the training program in good faith on an identified start date. For off-cycle or outside organized matching program appointments, a signed offer letter will represent the same commitment. The following delineates the expectations for GME Program and Institutional action following the release of match results from an organized matching program.
  - a. Within 72 hours of release of matching program results, the GME Program will email the matched applicants confirming the PGY level and anticipated start date.
  - b. Within 30 days of the release of matching program results, TTUHSC GME will send formal offer letters to the matched applicants for signature.
  - c. All other onboarding activities, such as contracts and licensure processing, will occur the week following the release of match results for the NRMP Main Match, or as determined necessary by the GME office.

Should a matched applicant request a waiver or deferral from the match commitment, the GME Program should notify the DIO immediately. The organized matching program policies and procedures must be followed in such circumstances. Acceptance of a matched applicant deferral request is the discretion of the Program Director, but will be limited to one-year without consideration of extension. GME Programs that determine a matched applicant is ineligible or fails to meet program specific criteria due to dishonest or inaccurate application material should discuss with the DIO; determination of submission of a waiver request will be made jointly between the GME Program and DIO.

Resident and fellow appointments established through organized matching programs, or offered outside by the GME Program, are subject to review and approval by the TTUHSC SOM GME Office, TTUHSC SOM Dean, and TTUHSC

Human Resources. No resident or fellow may begin a GME program without review and approval of the appointment, based on verification of all credentialing/privileging and employment requirements .

- a. **Criminal Background Check (CBC).** In accordance with [HSC OP 10.20. Criminal Background Checks for Students, Trainees, and Residents](#), must be completed and confirmed before entering training

on, about, or after July 1, 2006, will not be placed on the payroll nor be assigned any clinical duties until they have undergone a CBC and the results establish that the residents are eligible for clinical training.

5. **Non-discrimination.** TTUHSC does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or veteran status in admission, employment, access to, or treatment in its programs or activities.