



Graduate Medical Education Departmental Policy

Policy Title: **Recruitment and Selection of Residents and Fellows**

Policy Number: 43.16

Effective Date: 7/1/2023

Version: Revision

I. Purpose

University of Wisconsin Hospitals and Clinics (UW Health) Graduate Medical Education (GME) values diversity, equity, and inclusion and is committed to fostering a welcoming and respectful environment. Recruitment and selection of residents and fellows must ensure fair and consistent consideration and decision-making for all applicants to UW Health GME residency and fellowship training programs. The respective program director, faculty, and department chair perform the recruitment and appointment of residents and fellows under the oversight of the Graduate Medical Education Committee (GMEC) and through delegation by GME Administration.

II. Scope

This policy will apply to all residents and fellows in Accreditation Council for Graduate Medical Education (ACGME)-accredited training programs sponsored by UW Health.

III. Definitions

Resident: The term “resident” shall refer to both residents and fellows (includes post-doctoral fellows unless otherwise specified).

Program(s): Will refer to ACGME-accredited Graduate Medical Education program(s).

Match: Will refer to the match process administered by the National Residency Matching Program (NRMP) and any other specialty-specific matching programs for placing residents in UW Health GME training programs.

UW Health: The term “UW Health” shall mean University of Wisconsin Hospitals and Clinics Authority, which is the sponsoring institution of the ACGME-accredited training programs. “UW Health” is the trade name of University of Wisconsin Hospitals and Clinics Authority and its affiliates.

Transfer: Residents are considered transfer residents under several conditions including moving from one program to another within the same or different sponsoring institution; when entering a PGY-2 program requiring a preliminary year, even if the resident was simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the match (e.g., accepted to both programs right out of medical school). The term “transfer resident” does not apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program (*ACGME Glossary of Terms*).

IV. Procedure:

UW Health will not discriminate based on age, race, color, creed or religion, disability, sex, marital status, national origin, ancestry, arrest, or conviction record (unless substantially related to job duties), sexual orientation, gender identity or expression, military obligations, or any other basis prohibited by federal, state, or local laws. UW Health will follow all ACGME and match-related requirements.

A. Program Requirements

All UW Health GME programs must maintain a resident recruitment and selection policy that will be used to delineate program-specific policies and procedures. The program policy must meet the minimum requirements of the ACGME and this policy. Each GME program shall have documented selection criteria in place that are consistent with UW Health policy, all applicable laws, ACGME institutional and program requirements, and the specific demands of its program curriculum. The selection process should include the participation of program faculty and residents.

1. Programs shall participate in matching programs when available. Programs participating in matching programs must follow all participation agreements. Functioning outside the agreement may jeopardize institutional participation.
2. Programs with Electronic Residency Application Service (ERAS) available to their specialty must use ERAS. Programs that do not have ERAS available must use the official UW Health GME Standard (Non-ERAS or Specialty-Specific Match) Application.
3. Programs shall not interview, or discuss with, an applicant any potential position unless the program has first determined that the applicant is eligible for appointment in an approved position. See *Resident and Fellow Credentialing and Conditions of Appointment* policy.
4. All offers for resident positions and appointment letters must be generated by UW Health GME Administration. Individual GME programs are not authorized to offer positions.

B. Recruitment

The GME *Applicant Acknowledgement and Attestation* form must be completed by all applicants being seriously considered (typically those interviewed). All applicants must also be provided a sample appointment letter, the *Resident and Fellow Credentialing and Conditions of Appointment* policy, and the *UW Health GME Resident and Fellow Handbook*. The appointment letter and handbook may be provided electronically or in print.

1. While the selection of residents is primarily the responsibility of each GME program, GME Administration should be consulted regarding applicants with an atypical history or situation. It is important that the review occurs prior to the applicant being placed on a rank list. In particular, GME Administration must review the following applicants:
 - a. Those who do not meet the traditional sequence of training for a specialty. Some examples are:
 - gaps in training;
 - fellowship applicant took longer than is typical to complete residency (for reasons other than caregiver, parental, or medical leave); or
 - an upper-level applicant was in more than one residency program (not including preliminary or transitional years, if applicable).
 - b. Those who have left a prior training program before completing, whether voluntarily or involuntarily.
 - c. Those who hold a visa or are seeking visa sponsorship.
 - d. Those considered under an eligibility exception for residency (CPR III.A.4.) or fellowship (CPR III.A.1.c).
 - e. Those who do not fill out the application completely and/or only indicate years for training dates instead of both months and years. Graduate Medical Education Administration will consider the request, discuss any concerns with the program director, and make a

recruitment/hiring recommendation. Depending on the complexity of the issue, requests may be referred to the designated institutional official (DIO) or GME Director for review. The DIO or GME Director will make the determination of whether the applicant shall be placed on the match list or offered a position.

2. Programs that meet the UWH GME established criteria may submit a formal request to GME leadership for the unblinding of relevant demographic information for the purpose of increasing the interview pool of candidates.
3. The official *UW Health Standard GME Application* is only to be used for applicants applying to programs with specialties that are not required to participate in an application service (ERAS, San Francisco Match, etc.), or for internal candidates. A curriculum vitae will not be accepted in lieu of an application. No questions on the UW Health application may be deleted or revised.
4. The NRMP match is a binding agreement for both the program and the applicant. Only the NRMP may release a program or applicant from the match agreement. An applicant, program director, or institutional official may request a waiver if any believes the fulfillment of the commitment to the results of a match would cause unanticipated serious extreme hardship. Graduate Medical Education Administration must be notified if a waiver is considered. Programs may not recruit or hire another person to fill that position until a formal waiver is issued by the NRMP. (See the NRMP *Policies and Procedures for Waiver Requests*.)
5. Transfers: All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency or fellowship programs must be completed in ACGME-accredited programs, or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited programs located in Canada. Specific exceptions to these prerequisite GME requirements may apply for residency (CPR III.A.4.) or fellowship (III.A.1.c)). See *Resident and Fellow Credentialing and Conditions of Appointment* policy.

C. Offers and Appointment Letters

1. Offers of employment, in lieu of a match process, will be generated by GME Administration within five business days following the request by a program, and receipt of the required application materials.
2. Offer letters will include information on credentialing requirements and will explain that the appointment letter and other materials will be deployed electronically closer to the start of the program.
3. Appointment letters and onboarding materials for residents matching through the NRMP Main Residency Match will be deployed electronically before the start of the program.

D. Documentation

1. In accordance with the *Standardization, Security, and Retention of Resident Files* policy, all eligibility requirements for appointment as listed in section IV.B.&C. above, including the *Applicant Acknowledgement and Attestation*, must be met, and documented in the residents' UW Health GME file.
2. All application, scoring, interview, and ranking records for both those interviewed and not interviewed must be retained by the program for three years. Materials may be saved in electronic and/or paper format. If the ERAS was used, a data download should be prepared prior to ERAS' closing for the recruitment season. Hard copies that duplicate ERAS or other electronic data do not need to be

retained. Paper files that are not duplicates of other electronic files may either be kept in paper form or scanned to electronic media.

V. References

[Resident and Fellow Credentialing and Conditions of Appointment](#) policy 43.30
[Recruitment and Eligibility Information](#) in Box

VI. Coordination

Sr. Management Sponsor: Susan Goelzer MD, MS

Designated Institutional Official

Author: Director of Graduate Medical Education and Medical Staff Administration

Review/Approval Committee: Graduate Medical Education Committee

Signed By

A handwritten signature in black ink, appearing to read "Susan L. Goelzer", with a long horizontal flourish extending to the right.

Susan L Goelzer MD, MS

Designated Institutional Official (DIO), UW Health

Associate Dean of Graduate Medical Education

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