



# Eligibility & Selection of Residents/Fellows Policy

## Eligibility

Accredited programs should select residents/fellows from a pool of applicants who meet the eligibility requirements established by the accrediting body (ACGME Institutional Requirements II.A.1.a-d, CODA, and AOA) Residency Review Committees, NYS regulations, the University at Buffalo and affiliated hospitals, and the individual program.

## Visas

*J-1 Visas.* J-1 visas are generally accepted for all medical resident/fellow training programs sponsored by the University at Buffalo.

*H-1B Visas.* H-1B visa holders are accepted for medical fellowship programs. Candidates who currently hold H-1B status must reside in the United States and qualify for continued H-1B status sufficient to complete the fellowship training program.

A candidate who is not currently in H-1B status may be considered for a new H-1B visa in two circumstances:

1. Medical fellowship candidate has exceptional qualifications: A medical fellowship candidate who has one or more of the following qualifications may be considered for an initial H-1B visa:
  - a. Holds an advanced degree in a related field (e.g., Ph.D.); or
  - b. Has published research in a related field; or
  - c. Has exceptional and relevant work experience.
2. Medical resident or medical fellowship candidate is tied to J-1 Waiver: A medical resident or fellowship candidate who is the spouse of a recipient of a J-1 waiver may be considered for an initial H-1B visa.

Candidates who require an initial H-1B application must be supported by the fellowship program and be approved by the Office of Graduate Medical Education.

To receive approval to initiate a new H-1B application, the residency/fellowship program must forward the candidate's CV and a written statement of support from the Program Director to the Office of Graduate Medical Education's Human Resources Department prior to placing the candidate on a rank list or extending a formal offer to the candidate.



## **Application Submission**

All UB residency programs must utilize the University at Buffalo (UB) application form, ERAS (Electronic Residency Application Service), or PASS application.

## **Application Review**

Throughout the year and during the post match period in particular, program directors must exercise due diligence when selecting residency/fellowship candidates.

The following steps are recommended as part of the program director's routine when selecting residency/fellowship candidates:

- Scrutinize the CV for gaps in training, short training stints, or serial experiences without program completion. Ask the candidate for explanations and **VERIFY THE INFORMATION** by contacting prior programs directly.
- Investigate whether international medical graduates have satisfied the NYS Department of Education (NYS DOE) 12-week rule, i.e., if more than 12 weeks of medical school curriculum have been spent outside of the country in which the medical school is located, the school must appear on the list of approved schools issued by the NYS DOE. (<http://www.op.nysed.gov/prof/med/medforms.htm>)
- Log onto the Office of Professional Medical Conduct (<http://www.health.state.ny.us/nysdoh/opmc/main.htm>) where you can search by name for physicians who may have had prior professional difficulties.
- Check NRMP Match History to ensure applicant does not have a binding contract with another program or a previous match violation.

## **Resident/Fellow Transfers**

If the candidate completed any previous training, the program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation. (Common Program Requirements III.C.)

## **Interviews**

Prior to selection, all prospective residents/fellows should be interviewed by the program director and/or his/her designee(s). The ACGME and NRMP ***require that all candidates invited for an interview be given the information available in the following documents at the time s/he is invited for an interview***, and sign an acknowledgement that s/he has reviewed these documents:

- 1) A copy of the current contract and policies referenced
- 2) The Summary of Resident/Fellow Financial Support
- 3) The Employment Procedures Policy
- 4) Eligibility & Selection Policy



Applicants may be provided with a hard copy of these documents, or instructed to access them via the GME website (<http://medicine.buffalo.edu/offices/gme/residents/prospectives.html>) - “Prospective Residents”) at the time that the invitation to interview is extended.

Residency/fellowship programs must maintain a file of the signed acknowledgement. A sample acknowledgement form is attached to this document (Attachment #1).

### **Selection**

UB residency programs must participate in the National Resident Matching Program (NRMP) for first year U.S. Graduates (entering their initial residency program) and abide by the NRMP’s established regulations.

Programs must select from among eligible applicants on the basis of residency/fellowship 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, or any other applicable legally protected status.

Although a medical license is not required for accredited medical residents/fellows in New York State, individual programs may require licensure. Dental residents are mandated by New York State to obtain a license or limited permit.

Acceptance of a non-US citizen is contingent upon application and approval for and receipt of an appropriate visa and to the visa considerations outlined above.

The Employment Procedures policy outlines the procedures for resident employment.

### **Activities Related to Resident/Fellow Transfer**

Solicitation of applications from individual trainees currently under contract with another training program is inappropriate.

If a program director is approached about a career change by a resident/fellow enrolled in another training program, s/he should encourage the resident/fellow to also notify his/her program office and the Office of Graduate Medical Education early in the planning stage. Once s/he is prepared to make a formal application:

- \* The resident/fellow must complete an application and sign the Activities Related to Resident/Fellow Transfer Release Form (Attachment #2)
- \* The new program director must contact the current resident/fellow’s program director to obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation. (Common Program Requirements III.C.)



Eligibility & Selection of Residents/Fellows Policy  
Attachment #1

The ACGME and NRMP require that all interviewees receive information available in the following GME policies and procedures at the time that an invitation to interview is extended:

- 1) A sample contract and policies referenced in the contract
- 2) Summary of Resident/Fellow Financial Support
- 3) Employment Procedures Policy
- 4) Eligibility & Selection Policy

All are available on the GME website at <http://www.buffalo.edu/smb/GME> - “Prospective Residents”

***I have been provided with a hard copy, or been informed where to find the documents indicated above:***

Applicant Name: \_\_\_\_\_  
(Print name)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Applied To: \_\_\_\_\_

*This document must be kept on file in the residency program office.*



Eligibility & Selection of Residents/Fellows Policy  
Attachment #2

***Activities Related to Resident/Fellow Transfer  
Release Form***

***I authorize my current program director to release information from my file, including all evaluations, to the program director of \_\_\_\_\_.***

***Resident/Fellow Name:*** \_\_\_\_\_  
(Please print)

***Resident/Fellow Signature:*** \_\_\_\_\_

***Name of current program:*** \_\_\_\_\_

\_\_\_\_\_  
***Please print - Name of current program director***

\_\_\_\_\_  
***Signature***

***Date:*** \_\_\_\_\_

- 1) ***NEW PROGRAM:*** This release of information form must be completed and forwarded to the current program director upon a University at Buffalo (UB) resident/fellow's formal application to a different program.
- 2) ***CURRENT PROGRAM:*** This release of information form must be forwarded to the new program director with the verification of previous educational experiences and summative competency-based performance evaluation. (Common Program Requirements III.C.)