

# UVM HEALTH NETWORK - CHAMPLAIN VALLEY PHYSICIANS HOSPITAL GENERAL MEDICAL EDUCATION

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Section: GME Institutional

<b>SUBJECT: RESIDENT AND FELLOW APPOINTMENT POLICY</b>	
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<b>CONTRIBUTING DEPARTMENT(S):</b>	
<b>ADMINISTRATIVE APPROVAL:</b> General Medical Education Committee	<b>POLICY CREATION DATE:</b> 12/10/2025
<b>NEW:</b> X	<b>SUPERSEDES POLICY DATED:</b> GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL Page # 11
<b>REVISED DATE:</b>	
<b>REVIEW DATES &amp; INITIALS OF REVIEWER:</b>	
<b>OTHER RELATED POLICIES: (LIST POLICY TITLE &amp; DEPT. IF NOT ADMIN.)</b>	

**I. PURPOSE**

The ACGME requires that the Institution have written policies and procedures for the recruitment, selection, eligibility, and appointment of residents. In addition, the Institution must monitor the compliance of each program with these procedures.

**II. Resident Eligibility**

1. Applicants with one or more of the following qualifications are eligible for appointment to an ACGME-accredited program:
  - a. Graduates of medical schools in the United States or Canada accredited by the Liaison Committee on Medical Education (LCME); or
  - b. Graduates of colleges of osteopathic medicine in the United States or Canada accredited by the American Osteopathic Association (AOA); or,
  - c. Graduates of medical schools outside the United States or Canada who meet one of the following additional qualifications:
    - Holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,
    - Holds a full and unrestricted license to practice medicine in a United States licensing jurisdiction in their current ACGME specialty/subspecialty program; or,
    - Has graduated from a medical school outside of the United States and has completed a Fifth Pathway program provided by an LCME-accredited medical school.
2. ***Resident Recruitment***
  - a. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in

effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointments.

- Information that is provided must include stipends, benefits, professional liability coverage, and disability insurance accessible to residents/fellows.
- Information that is provided must include institutional policy(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence.
- Information that is provided must include health insurance accessible to residents/fellows and their eligible dependents.

### **III. PROCEDURE**

#### **1. *Criteria for Resident Selection***

- a. Programs should select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.
- b. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability or veteran status.
- c. MD applicants entering a residency training program at UVMHN - CVPH must have passed Step 1 & 2 CK of USMLE.
- d. DO applicants entering a residency training program at UVMHN - CVPH must have passed Step 1 & 2 CE of COMLEX.
- e. Residents shall not be promoted if they have not passed USMLE Step 3 (MDs) or COMLEX Part 3 (DOs) prior to the start of their PGY-3 year.
- f. All physicians entering a fellowship training program at UVMHN - CVPH must be Board Eligible in their specialty and have passed the necessary examinations for full licensure.

#### **2. *Resident Transfer***

The ACGME requires that the Institution have written policies and procedures governing the transfer of residents.

#### **3. *Conditions for a Transfer Resident***

Residents are classified as a transfer resident under several conditions including:

- a. Moving from one program to another within the same or different sponsoring institution; or
- b. When entering a PGY2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs during the match).
  - Residents are not considered transfer residents if they have successfully completed a residency and are then accepted into a subsequent residency or fellowship program.

#### **4. *Documents Required Before Accepting a Transfer Resident***

The program director of the receiving program must obtain written or electronic verification of prior education from the current program director. This verification must include:

- a. USMLE Part 1 & 2 scores or COMLEX Step 1 & 2 Scores
- b. Rotations completed
- c. Procedural/operative logs
- d. A summative competency-based performance evaluation
  - The program director must maintain documentation as part of the applicant's file and in the resident's file if the resident is appointed to the program.
  - The receiving program director at UVMHN - CVPH should provide a written statement to the current program director acknowledging receipt of documentation and acceptance of the resident.

**IV. REFERENCES**

Accreditation Council for Graduate Medical Education, Institutional Requirements

**IV. DISTRIBUTION**

This policy will be available in Policy Manager for all employees on an as needed basis.

All recipients of this policy must acknowledge their receipt and understanding of the policy by referring to any questions or problems with the policy within ten (10) days of the issue date to their immediate supervisor. If no questions or problems are stated, it will be assumed that the policy has been read and understood.

All questions regarding this policy or its implementation may be referred to your immediate administrative supervisor.