

## UCSF Eligibility, Recruitment, and Selection Policy

Recruitment, selection, and appointment of residents and clinical fellows are performed by the Program Directors with oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education (OGME) in accordance with the Accreditation Council for Graduate Medical Education (ACGME) and California Medical Board requirements. Each UCSF graduate medical education (GME) program has a formal, written process to ensure fair and consistent consideration and decision-making about applications for residency and clinical fellowship positions.

### Eligibility

An applicant for graduate medical education at UCSF must have:

- A medical degree prior to residency/fellowship program start date from one of the following:
  - Medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME); or
  - Colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or
  - Medical schools outside of the United States or Canada recognized by the California Medical Board ([http://www.medbd.ca.gov/applicant/schools\\_recognized.html](http://www.medbd.ca.gov/applicant/schools_recognized.html)).
- A passing score on USMLE Step I.
- A passing score on USMLE Step II (CS and CK) is required for all trainees beginning a UCSF GME program June 2010 and later. To meet this requirement, programs must rank only candidates who have passed USMLE Step II (CS and CK).

In addition, applicable Medical Board of California licensing requirements must be met:

- Graduates of US or Canadian medical schools may participate in ACGME accredited programs unlicensed for no more than a total of 24 months. The California Medical Board requires a minimum of 12 months of training in an ACGME accredited program and a passing score on the USMLE Step III to qualify for medical licensure. A license must be obtained by the first day of the 25<sup>th</sup> month of training.

Applicants for non-ACGME accredited clinical fellowship positions are required to obtain a full and unrestricted California medical license prior to beginning a UCSF postgraduate medical education program.

- Graduates of medical schools outside of the United States or Canada must have a current and valid Education Commission for Foreign Medical Graduates (ECFMG) certificate at the time of application. International medical graduates may participate in ACGME accredited programs unlicensed, with a valid Postgraduate Training Authorization Letter ([http://www.medbd.ca.gov/applicant/application\\_international.pdf](http://www.medbd.ca.gov/applicant/application_international.pdf)) from the California Medical Board, for no more than a total of 36 months. The Medical Board requires a minimum of 24 months of training in an ACGME accredited program and a passing score on the USMLE Step III to qualify for medical licensure. A license must be obtained by the first day of the 37<sup>th</sup> month of training.

Applicants for non-ACGME accredited clinical fellowship positions are required to obtain either a full and unrestricted California medical license prior to beginning a UCSF postgraduate medical education program, or a 2111 licensure exception. 2111 licensure exemptions must be requested by the training program and submitted to the California Medical Board by the Office of Graduate Medical Education.

Non-U.S. citizens must possess a Permanent Resident Card or an appropriate educational visa prior to starting a postgraduate medical education program. UCSF sponsors J1 visas and H1B visa transfers. H1B visa transfers must be pre-approved by the UCSF Office of Graduate Medical Education for applicants who already hold an H1B, F1, or OPT. Please note, not all UCSF clinical departments sponsor H1B visa transfers.

### **Recruitment and Selection**

UCSF graduate medical education programs participate in organized matching programs, where available, such as the National Residency Matching Program (NRMP). Other matching programs are utilized in specialties in which they are available.

Responsibility for selecting appropriate and qualified residents and clinical fellows lies with the each program's Program Director and faculty. Programs select from eligible applicants on the basis of preparedness and ability to benefit from the program in which they are appointed. Aptitude, academic credentials, personal characteristics such as motivation and integrity, and ability to communicate are considered in the selection.

It is the policy of UCSF and its affiliated hospitals that programs do not discriminate against qualified applicants based upon gender, ethnicity, race, age, religion, national origin, sexual orientation, physical or mental disability, marital status, or veteran status.

The offer of a residency or fellowship position is not final until the UCSF Attestation Statement (<http://medschool.ucsf.edu/gme/appts/Individual.html>) has been completed by the applicant and reviewed by the program. The attestation form asks for information about matters that are relevant to liability, credentialing and licensure<sup>1</sup> requirements such as malpractice claims, drug and alcohol abuse, disciplinary action, and criminal convictions or pending charges. All "yes" responses require a detailed explanation. After review, an offer of a contract may be revoked or the conditions of the offer revised. Discovery of untruthful or misleading answers on the attestation form may subject an applicant to withdrawal of an offer or a resident to disciplinary action.

*Approved, GMEC: August 25, 2008*  
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<sup>1</sup> Licensure requirements of the California Medical Board can be found at <http://www.medbd.ca.gov/>. Any applicant, resident, or clinical fellow with concerns about eligibility for licensure should contact the Medical Board or seek personal legal counsel.