

Eligibility, Recruitment, and Selection Policy
Graduate Medical Education
School of Medicine
University of California, San Francisco

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).
- A passing score on USMLE Step I.
- A passing score on USMLE Step II Clinical Knowledge (CK).
- Completed all prerequisite training in an ACGME, RCPSC, or CFPC program. See below for exceptions.
- COMLEX exams will be accepted in lieu of USMLE exams for graduates of colleges of osteopathic medicine.

A passing score on USMLE Step II (CK) is required for all trainees beginning a UCSF GME program. To meet this requirement, applicants should have passed USMLE Step II (CK) prior to placement on UCSF rank order lists. In selected cases, with the approval of the Program Director and the Office of GME, applicants may be placed on UCSF rank order lists without the USMLE Step II (CK) score. Selected cases may include applicants applying to UCSF residency programs with an early residency match.

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

- Graduates of US or Canadian medical schools:
 - 0 – 12 months of ACGME- or RCPSC-accredited training: As required by the Medical Board of California, within 180 days of starting ACGME-accredited training in the state of California, the resident or fellow must obtain a postgraduate training license (PTL) from the Medical Board of California.
 - 12 months or more of ACGME- or RCPSC-accredited training: The California Medical Board requires all physicians complete at least 12 months of either ACGME- or RCPSC-accredited program training in order to be eligible for a full medical license. If the trainee just completed the 12 months of training in an ACGME- or RCPSC- accredited program outside the state of California, and is immediately continuing their training in an ACGME-accredited program in California, the trainee has 90-days to obtain the full license. As a requirement of the initial license renewal, the resident or fellow must provide verification of receiving credit for 36 months of ACGME- or RCPSC-accredited training, of which 24 continuous months must be completed within the same program.

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: International medical graduates are only eligible for postgraduate training in California if they attended a medical school recognized on the World Directory of Medical Schools and the Foundation for Advancement of International Medical Education and Research (FAIMER) - <https://www.faimer.org/resources/world-directory.html> In addition, they must have a valid Education Commission for Foreign Medical Graduates (ECFMG) certificate at the time of application.
 - 0 – 24 months of ACGME- or RCPSC-accredited training: As required by the Medical Board of California, within 180 days of starting ACGME-accredited training in the state of California, the resident or fellow must obtain a postgraduate training license (PTL) from the Medical Board of California.
 - 24 months or more of ACGME- or RCPSC-accredited training: The California Medical Board requires all physicians who graduated from a medical school outside of the United States or Canada to complete at least 24 months of either ACGME- or RCPSC-accredited program training in order to be eligible for a full medical license. If the trainee just completed the 24 months of training in an ACGME- or RCPSC- accredited program outside the state of California, and is immediately continuing their training in an ACGME-accredited program in California, the trainee has 90-days to obtain the full license. As a requirement of the initial license renewal, the resident or fellow must provide verification of receiving credit for 36 months of ACGME- or RCPSC-accredited training, of which 24 continuous months must be completed within the same program.

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.

Licensure requirements of the California Medical Board can be found at www.mbc.ca.gov/Licensing/. Any applicant, resident, or fellow with concerns about eligibility for licensure should contact the Medical Board or seek personal legal counsel.

Non-U.S. citizens must possess a Permanent Resident Card, an appropriate educational visa, of DACA status prior to starting a postgraduate medical education program. UCSF sponsors J1 and H1B (including OPT) visas. H1B and OPT visas must pre-approved by the UCSF Office of Graduate Medical Education.

All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency and fellowship programs must be completed in ACGME-accredited residency or fellowship 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. Programs must receive verification of each applicant's level of competency in the required clinical field using ACGME or CanMEDS milestones assessments from the prior training program.

- Residency Programs: A physician who has completed a residency program that was not accredited by the ACGME, RCPSC, or CFPC may enter an ACGME-accredited residency program in the same specialty at the PGY1 level and, at the discretion of the program director at

the ACGME-accredited program may be advanced to the PGY2 level based on ACGME milestones assessments at the ACGME-accredited program. This provision applies only to entry into residency in those specialties for which an initial clinical year is not required for entry. An ACGME Review Committee may grant an exception to this requirement for residency programs that require completion of a prerequisite residency program prior to admission.

- **Fellowship Programs:** A fellowship program may request an exception of its ACGME Review Committee (if the Review Committee allows exceptions) to the fellowship eligibility requirements if the applicant is exceptionally qualified and all of the following conditions are met:
 - An exceptionally qualified applicant has (1) completed a non-ACGME-accredited residency program in the core specialty, and (2) demonstrated clinical excellence, in comparison to peers, throughout training. Additional evidence of exceptional qualifications is required, which may include one of the following: (a) participation in additional clinical or research training in the specialty or subspecialty; (b) demonstrated scholarship in the specialty or subspecialty; (c) demonstrated leadership during or after residency training; (d) completion of an ACGME-international-accredited residency program;
 - The program director and fellowship selection committee assessed the applicant's suitability to enter the program, based on prior training and review of the summative evaluations of training in the core specialty;
 - Review and approval of the applicant's exceptional qualifications by the GMEC or a subcommittee of the GMEC;
 - The applicant has satisfactorily completed the USMLE Steps 1, 2, and, if the applicant is eligible, 3; and
 - For an internal graduate, he or she must be verified by the Educational Commission for Foreign Medical Graduates (ECFMG) certification.

Applicants accepted by this exception must complete fellowship milestones evaluation (for the purposes of establishment of baseline performance by the Clinical Competency Committee), conducted by the receiving fellowship program within six weeks of matriculation. This evaluation may be waived for an applicant who has completed an ACGME International-accredited residency based on the applicant's milestones evaluation conducted at the conclusion of the residency program. If the trainee does not meet the expected level of milestones competency following entry into the program, the trainee must undergo a period of remediation, overseen by the Clinical Competency Committee and monitored by the GMEC or a subcommittee of the GMEC. This period of remediation must not count toward time in fellowship training.

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 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 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 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 or fellow to disciplinary action.

Approved, GMEC: August 25, 2008

Editorial Revision: May 18, 2009

Editorial Revision: May 17, 2010

Approved Major Revisions, GMEC: January 22, 2018

Approved Major Revision, GMEC: November 16, 2020

Administrative Revision (license law): September 2022