Accepting Transfer of Residents or Fellows Outside of the Regular Recruitment Process

Policy Number: GME - 011
Effective Date: August 12, 2009

Description:
Occasionally unanticipated openings will occur in a training program, or under special circumstances a program may want to take a resident outside the normal recruitment process.

Purpose:
To develop a standardized approach for UCSD GME programs to obtain approval for filling training program slots outside regular recruitment procedures. This policy is also intended to inform programs of the steps necessary to avoid match, or ethical violations.

Scope:
All ACGME accredited UCSD training programs.

Definitions:
ACGME: Accreditation Council for Graduate Medical Education
NRMP: National Resident Match Program
HOPPD: House Officer Policy and Procedure Document
GMEC: Graduate Medical Education Committee

POLICY:
A. When an unanticipated opening occurs in a UCSD training program or the training program wishes to fill a position outside the normal recruitment pathway, the training program director (TPD) will notify the office of GME as soon as possible.

B. UCSD training programs will follow all applicable matching program rules and will behave in an ethical manner in considering any applicant outside of regular recruitment procedures.
   a. If the training program participates in the NRMP, the UCSD TPD must assure that the following conditions are met:
      i. Programs shall use the Applicant Match History in the Match Site to determine the status of applicants considered for appointment at UCSD.
ii. Applicants who obtain positions through the NRMP are prohibited from discussing, interviewing for, or accepting a concurrent year position at UCSD before a waiver has been granted by the NRMP.

iii. The deadline for an applicant to request a waiver is January 15 prior to the start of training in the matched program.

iv. Programs are prohibited from requiring applicants to reveal ranking preferences or the names of programs to which they have applied.

b. UCSD TPDs must have written acknowledgment from the trainee’s current TPD that the trainee is applying for the UCSD program opening. This includes written verification of successful completion of training to date.

c. Similarly, UCSD TPDs must have written acknowledgment from all TPDs of programs the trainee has matched with through the NRMP, or equivalent matching process, that might be affected by the proposed change in training.

C. The training program is responsible for recruitment of a qualified replacement resident or fellow. It is the responsibility of the TPD to assure that applicants meet eligibility and selection criteria pursuant to the UCSD HOPPD (See attachment.) This includes departure from current program in good standing, and applicant explains any interruption in training.

D. Before offering an applicant the vacant position, the UCSD TPD must obtain approval from the Associate Dean for Graduate Medical Education/DIO.

E. The offer to fill the vacant slot is contingent upon the applicant meeting UCSD eligibility and selection criteria which may include being able to successfully become licensed in the State of California, successfully passing a criminal background check, and other provisions contained in the HOPPD.

References:
HOPPD Policy on Resident Eligibility-Selection-Nondiscrimination

Attachments:
Eligibility-Selection-Nondiscrimination criteria from HOPPD

Approval Dates:
GMEC Meeting; August 12, 2009

Contact Information:
Office of Graduate Medical Education; http://meded.ucsd.edu/gme/