Eligibility/Selection Criteria and Procedures for Senior Clinical Fellow Appointment

Policy Number: GME - 022                                     Version: 01
Effective Date: February 9, 2011

Description:
Selection and appointment of physicians to advanced positions in non-ACGME accredited clinical training programs must follow applicable UCSD, Federal, and California regulations.

Purpose:
This policy establishes the criteria and processes for selection, and appointment of Senior Clinical Fellows in non-accredited programs.

Scope:
This policy applies to UCSD GME Training Programs that are not accredited by the ACGME and applicants to these programs.

Definitions:
Senior Clinical Fellow (SCF): Medical school graduates who have been awarded an MD or DO degree, and are participating in clinical training leading to additional competency in specialty areas that are presently not covered by ACGME program requirements. Senior Clinical Fellows have completed an accredited first board residency (or equivalent for international medical graduates) and are appointed to an advanced position.
ECFMG: Educational Commission for Foreign Medical Graduates
IMG: International Medical Graduate
HOPPD: House Officer Policy and Procedure Document
ACGME: Accreditation Council for Graduate Medical Education
POLICY:
Recruitment, selection and appointment of SCFs are performed by the subspecialty Program Director with oversight by the Institution's Associate Dean for GME and the GMEC and in accordance with UCSD, Federal, and California State requirements.

- Recruitment should follow a standardized process in which applicants are assessed against predetermined, residency program specific criteria. These criteria normally include at a minimum; performance in medical school and residency, results of standardized testing, letters of recommendation, applicant scholarly activity, interviews, etc. Program directors will adhere to all applicable non-discrimination policies, as well as eligibility and selection criteria as outlined below.

- Subspecialty Program Directors must inform core residency Program Directors when SCFs are selected in order that they may monitor the impact of SCFs on the educational opportunities within core residency programs.

Eligibility Criteria
Applicants for appointment to the graduate medical education training programs sponsored by UCSD must meet the following criteria:

- U.S. Citizen Graduate of a medical school located in the U.S. or Canada, accredited by the Liaison Committee on Medical Education (LCME); or
- U.S. Citizen Graduate of a college of osteopathic medicine in the U.S. accredited by the American Osteopathic Association (AOA); or
- U.S. Citizen Graduate of an international medical school located outside of the U.S. and Canada who meets the following qualifications:
  - Holds a current, valid certificate issued by the Educational Commission for Foreign Medical Graduates; and
  - Holds a full and unrestricted license in the State of California to practice medicine or has received written notification from the Medical Board of California of approval to commence training in an non-accredited program in this State; or
- Non U.S. Citizen Graduate of either a U.S. or international medical school located outside of the United States and Canada who meets the following qualifications:
  - Holds a current, valid J1 visa sponsored by the ECFMG; and
• Holds a full and unrestricted license in the State of California to practice medicine or has received written notification from the Medical Board of California under section 2111 of approval to commence training in an non-accredited program in this State.

- UCSD does not sponsor physicians on an H1B visa for clinical training.
  - Exceptions to this can be considered on a case by case basis; for example if a physician is currently training in the U.S. at another institution on an H1B visa and transfers for further advanced training at UCSD.

- Other visas will not be considered for appointment to a UCSD non-accredited training program.

- All applicants hired by UCSD will be required to provide the following documents prior to the commencement of training and undergo the following procedures:
  - Provide proof of U.S. citizenship or eligibility/authorization to work in the U.S.
  - Signed application for GME training at UCSD
  - Curriculum Vitae
  - Three letters of reference
  - Verification of MD or DO training and degree granted
  - Evidence of successful completion of prior GME training
  - Evidence of a full and unrestricted license in the State of California to practice medicine or written notification from the Medical Board of California under section 2111 of approval to commence training in a non-accredited program in this State.
  - Attestation and disclosure form
  - Proof of benefits if declined UCSD GME benefits
  - Complete a full verification and criminal background screen

- Training programs will be required to provide the following prior to commencing training:
  - Request for commencement of training
  - Offer of enrollment in UCSD GME benefits
  - Evidence of adequate salary or funding for the position (amount not to exceed 150% of the stipend for title code 2726 Resident Physician VI)

Selection

Each program is responsible for the selection of their trainees, and will have a selection committee that will review the credentials of all applicants. Programs should select from
among eligible applicants on the basis of their preparedness and ability to benefit from the program in which they are appointed. Aptitude, academic credentials, professional conduct and integrity, personal characteristics and ability to communicate should be considered in the selection.

Non Discrimination
The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Service Employment and Reemployment Rights Act of 1994).

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity to minorities and women, for persons with disabilities, and for covered veterans.

Initial Appointment
Each House Officer is appointed to a SCF title with a duration of not more than one (1) year.

- Appointments to the SCF Series are made by the Associate Dean for Graduate Medical Education upon nomination by the Program Director based on the fellowship description.
- Individual SCF appointments are made on an annual basis.
Reappointment/Promotion

- Reappointment to a SCF position for a subsequent year is not automatic and is subject to annual review and contingent upon mutual agreement, funding availability, and satisfactory performance.
- Reappointment shall be recommended by the Training Program Director and approved by the Associate Dean of Graduate Medical Education on a case by case basis.
- If approved, reappointment to a subsequent year shall be for one-year term.

Due Process

SCFs are entitled to standard UCSD Due Process/Grievance procedures as set forth in the GME Administrative Policy and Procedure Guidelines.

References:

Administrative Policy and Procedure Guidelines
GME 023 – Policy Regarding Management and Oversight of UCSD Non-ACGME Accredited Fellowships
ECFMG Website
CA Business and Professions Code

Attachments:
NA

Approval Dates:

GMEC February 9, 2011;

Contact Information:

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