



DEPARTMENT OF
Medicine

UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE AND PUBLIC HEALTH

Department of Medicine, Division of Nephrology GME Trainee Selection & Appointment Policy

This policy applies to the Nephrology fellowship program.

I. PURPOSE

To ensure Department of Medicine fellow applicants are screened according to consistent predefined criteria to ensure that selection is based on applicant preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity.

II. DEFINITIONS

- A. **Trainees:** Includes all applicants for DOM residency and fellowships in its ACGME accredited training programs.
- B. **Programs:** ACGME-accredited DOM residency and fellowship programs.
- C. **Match:** National Resident Matching Program (NRMP) matching programs used by DOM training programs and any other specialty-specific matching program.
- D. **ERAS:** Electronic Residency Application Service used by DOM training programs.

III. POLICY

- A. Applicants to any Department of Medicine training program must meet one of the following criteria to be eligible for a UWHC GME program:
 - 1. Graduates of US or Canadian medical schools accredited by the Liaison Committee on Medical Education (LCME) or graduates of US or Canadian colleges of osteopathic medicine accredited by the American Osteopathic Association (AOA) or Accreditation Council for Graduate Medical Education (ACGME).
 - 2. Graduates of medical schools outside the US or Canada who are certified by the Educational Commission for Foreign Medical Graduates (ECFMG) and meet one of the following criteria:

- a. US citizenship
- b. Permanent legal residency status in the US (green card)
- c. Eligible to hold a J-1 Clinical Visa sponsored by ECFMG

Note: The UWHC and thus Department of Medicine do not sponsor H-1 (temporary worker) visas. Other legal documents authorizing work in the US will be reviewed.

B. USMLE or COMLEX exam requirements:

1. All fellows appointed to a PGY-3 level and above must have passed USMLE Steps I, II, and III or COMLEX Levels 1,2 and 3.
2. All fellows must also be eligible for state licensure.

C. The UWHC and DOM does not discriminate based on race, color, national origin, ancestry, age, sex, sexual orientation, marital status, religion, creed, arrest of conviction record (unless substantially related to job duties), disability, disabled and veteran status, Guard or Reserve military status or retaliation.

D. Each program has written selection criteria in place that are consistent with UW Hospital policy, applicable laws, ACGME Institutional Requirements, any relevant Program Requirements and the specific demands of its program curriculum.

E. Each program requires the following of its applicants:

1. A complete application
2. Letters of reference
3. Updated CV
4. Prior academic information (e.g., transcripts, MSPE letters, USMLE scores)
5. If applicable, a prior program director letter
6. Review of the UWHC appointment letter prior to the Match

F. DOM training programs with ERAS available to their subspecialty use ERAS. Programs that do not have ERAS available use the official UWHC application form that is based on the ERAS application. The nephrology fellowship program makes use of ERAS.

G. DOM training programs participate in matching programs such as the NRMP, when available. Programs participating in matching programs follow all participation agreements.

H. All offers for DOM trainee positions and appointment letters are generated by the GME office. Individual DOM programs are not authorized to offer positions.

I. No appointment of a DOM trainee is final until a candidate has completed all the requirements for hire that include but is not limited to:

1. Criminal background checks
2. Health clearance

3. Verification of medical school graduation and any previous residency program attendance
 4. Verification of required licensure
 5. Any other requirements (USMLE scores, NPIs, DEAs, etc.)
- J. Program directors are strongly encouraged to affirm prerequisite training by taking into account prior graduate skills, English speaking skills, and information obtained via an applicant's prior director as well as doubts derived from any written or interview information.

IV. PROCEDURE

Program Recruitment Procedure

See Appendix I for Program Specific Procedures

A. UWHC Application Form

1. The official UWHC application form is only used when ERAS is not available to the program. An additional page of questions may be added, but no questions on the application form may be deleted or revised.
2. New hire forms submitted to the GME office with only CVs will be returned to the program for application completion.

B. GME Office Consultation During Recruitment

1. While selection of DOM trainees is primarily the responsibility of each program, the GME Office is consulted regarding applicants with an atypical history or situation. It is important that the review occur prior to the applicant being placed on a match list. In particular, the GME Office reviews applicants who:
 - a. Do not meet the traditional sequence of training for a specialty. Some examples:
 - i. Applicants that have gaps in training
 - ii. Fellowship applicants that took longer than normal to complete their residency
 - iii. Upper level applicants that have been in more than 1 other residency program (not including rotating internships)
 - iv. Applicants who left, whether voluntarily or involuntarily, any school or training programs before completing the program
 - b. Applicants with Visas
 - c. Applicants that answer 'yes' to the felony conviction question in any application

- d. Applicants that do not fill out the application completely and/or only use years for training dates instead of both months and years
2. The GME Office will research the issue and provide the information to the program director to consider in decision-making. Depending on the severity of the issue, the Designated Institutional Official (DIO) may make the determination that the applicant shall not be placed on the match list or offered a position of employment.

C. NRMP Match

1. The NRMP Match is a binding agreement for both the program and the applicant. Only the NRMP may release a program or the applicant from not fulfilling that agreement. If a matched applicant indicates that they will not be fulfilling their agreement, programs must contact the GME Office to facilitate the waiver application process.
2. UWHC and the DOM cannot hire another person to fill that position until a formal waiver is issued by the NRMP.

D. Appointment Letters

1. Pre-appointment letters following the Medical Specialties Fellowship Match letter will normally go out within 45 days.
2. Offer or pre-appointment letters for non-Match candidates are generated by the GME Office following the request by a program and receipt of the required application materials.
3. Pre-appointment letters include information on exam and licensing requirements and an explanation that final appointment letters and other materials are sent in late March or April of the anticipated appointment year.
4. Appointment letters and materials following the Main Match normally go out within 10 days.
5. All application, scoring, interview and ranking materials for both those interviewed and not interviewed are retained by the program for 7 years. Materials are saved in electronic and/or paper format. If ERAS was utilized, a data download is prepared prior to ERAS closure during the hiring season. Hard copies that duplicate ERAS or other electronic applicant data do not need to be retained. Paper files that are not duplicates of other electronic files may either be kept in paper form or scanned.

Appendix I – Program Specific Recruitment Procedures

Selection Criteria

Applicants are selected for interview provided they meet the following requirements:

- Successful completion (or anticipated completion) of an accredited Internal Medicine residency
- Complete application including CV, letters of recommendation, exam scores, and personal statement submitted via ERAS
- Holds acceptable citizenship/visa status as described in section III.A.2

Trainee Selection Process

- Applications are received and reviewed via ERAS
- Interview offers are made on a rolling basis to all eligible applicants beginning in July and continuing as long as interview slots remain open (number determined at the start of each interview season)
- Applicants interview on-site with four faculty members as part of an all-day interview that in addition to interviews includes a program overview, tour, and lunch with current fellows.
- Upon completion of all interviews, the selection committee generates a rank order list, which is submitted to the NRMP
- Final selection is determined through the NRMP match process
- Should any positions remain open, applications outside the Match will be considered