

SECTION 1 – RESIDENT ELIGIBILITY AND SELECTION

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**THE
UNIVERSITY OF
ILLINOIS
COLLEGE
OF MEDICINE**
ROCKFORD CHICAGO PEORIA URBANA



RESIDENT SELECTION GUIDELINES

APPLICANT ELIGIBILITY

Medical Education: Only the following individuals will be considered as applicants in residency programs in the University of Illinois College of Medicine Rockford.

- Graduates of Liaison Committee on Medical Education (LCME) approved U.S. and Canadian Medical Schools.
- Graduates of American Osteopathic Association (AOA) accredited Osteopathic Medical Schools.
- International Medical Graduates who have valid Educational Commission for Foreign Medical Graduates (ECFMG) certificates.
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Visa Status: Visa status for International Medical Graduates must fall within the following categories:

- Eligible to see J-1 Visa
- Current /valid J-1 or H-1B
- Permanent Resident or Alien status (i.e., "Green Card")
- Current /valid license from the Illinois Department of Professional Regulation

Eligibility will be determined by each individual training program and will be based on preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. Programs shall not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status. Selection of residents should occur through the National Resident Matching Program (NRMP). Program directors shall comply with the regulations and the spirit of the NRMP.

APPLICATION PROCESS AND INTERVIEWS

- All applications must be submitted through the Electronic Residency Application Service (ERAS) except in those programs in specialty matches or those fellowship programs which handle their own application process.
- Early submission is encouraged.
- Recommendations of all interviewing faculty and residents will be considered in determining the rank order of the interviewed applicants.

National Resident Matching Program (NRMP) and Rank Order Process:

- This program participates in the NRMP Match. All senior medical student applicants must participate in the NRMP Match or another national matching plan in order to be considered.
- All interviewed applicants will be considered for ranking in the Match on the following criteria; residents' and faculty perceptions during interviews, determination of communication skills, motivation and integrity via interviews, USMLE scores, medical school performance and letters of recommendation.

APPOINTMENTS

- Appointments will be issued to all matched applicants who meet eligibility requirements and pass a criminal background check
- Following release of the Match results, attempts will be made to fill any vacant positions in accordance with the terms of the University of Illinois College of Medicine Rockford Institutional Agreement with the NRMP. If an applicant is unable to fulfill a Match commitment, the Program will not recruit another candidate until NRMP has granted a waiver.
- Unless otherwise stated in specialty-specific requirements, the Program Director may not appoint more residents than approved by their Review Committee.
- Agreements of Appointment for all positions will be issued through the Graduate Medical Education Office following a review of eligibility.

Individual program policies will specify additional specialty-specific eligibility and selection criteria.

USMLE REQUIREMENTS

STEPS 1 AND 2 (CK, CS)

To ensure that all residents meet minimal standards, the Graduate Medical Education Office requires that **all** residents entering any graduate medical education program sponsored by the University of Illinois College of Medicine Rockford must have passed USMLE Steps 1 and 2 (CK and CS) or equivalent examinations (COMLEX-USA or MCCQE).

Any Agreement of Appointment or offer letter will be contingent upon passing Steps 1 and 2 (or equivalent exams). Each resident is responsible for providing copies of passage of Steps 1 and 2 or equivalent examinations to the program director and GME Office and will not be allowed to start training until this documentation is submitted. A valid ECFMG certificate will be accepted as proof for international medical school graduates.

Accepted or matched residents and fellows who have not passed Steps 1 and 2 (or equivalent examinations) by July 1 will be released from their contract. Any program that released a resident or fellow who matched through the NRMP will be required to obtain a release from NRMP before offering the position to another applicant.

STEP 3

All residents are required to pass USMLE Step 3 before they can advance to the PGY-3 level. All residents on the standard cycle must register for Step 3 no later than February 28th of the PGY-2 year. Failure to register for the exam by February 28th will result in the resident being placed on leave without pay until proof of registration is provided to the Program Director and GME Office. Residents must provide proof of passage by June 30th to be promoted to the PGY-3 level. Failure to provide proof of passage by June 30th will result in non-renewal of the resident's contract and the resident will be terminated from the program. It is the responsibility of the resident to provide the necessary proof to the Program Director and GME Office.

Residents that are off cycle must register for the exam no later than the end of the 8th month of training during the PGY-2 year or be placed on leave without pay until registered. Proof of passage must be provided no later than the last day of the PGY-2 year or the resident contract will not be renewed and the resident will be terminated from the program.

Any Agreement of Appointment or offer letter to begin training at the PGY-3 or higher level will be contingent upon passing Step 3 (or equivalent exam). Accepted or matched residents and fellows who have not passed Step 3 (or equivalent exam) prior to their scheduled start date do not meet eligibility requirements for entering programs at the PGY-3 or high level and will be released from their appointment. Any program that releases a resident or fellow who matched through the NRMP will be required to obtain a waiver from NRMP. The waiver must be granted before offering the position to another applicant.

EXCEPTIONS

Any resident that passed USMLE Step 2 prior to 2004 will not be made to take Step 2 Clinical Skills. Any resident that passed Step 1 and Step 2 prior to June 1994 will not need to take Step 3. Any entering resident that holds an unrestricted Illinois medical license meets this USMLE requirement.

Individual programs may have earlier examination deadlines or specific score requirements. The resident will be responsible for meeting individual program requirements when they exceed GME requirements.

Any exception to this policy may only be brought to the Graduate Medical Education Committee by the Program Director at his/her discretion. Only the Program Director may submit the written request and present at the GMEC meeting. If an exception is granted by the GMEC the resident will be placed on leave without pay on their original advancement date and take USMLE Step 3 at the next available test date. The resident will bring proof of passage to the Program Director and GME office to be removed from leave without pay and advanced to the next level of training. The resident may be required to extend their training to make up any time missed in accordance with the Residency Program and board eligibility requirements. Failure to pass will result in immediate termination of the resident. The decision of the GMEC is final.

RESIDENT RESPONSIBILITIES

Each resident is responsible for contacting the appropriate licensing authority to register for the appropriate examination. All examination fees are the responsibility of the resident. Each resident should carefully review the exam dates and policies to ensure that the results will be available by the required deadlines.

In addition, many states have restrictions regarding time intervals between the three steps, so residents should familiarize themselves with these requirements. In Illinois, all three USMLE steps must be taken and passed within seven years. General information regarding state-specific requirements for licensure can be obtained from the Federation of State Medical Boards (http://www.fsmb.org/usmle_eliinitial.html).

**UNIVERSITY OF ILLINOIS
NONDISCRIMINATION STATEMENT**

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

For the Chicago campus, the Office for Access and Equity, 717 Marshfield Building, M/C 602, 809 South Marshfield Avenue, Chicago, Illinois 60612-7297, (312)996-8670, cabw@uic.edu.

For the Springfield campus, the Office for Access and Equal Opportunity, Public Affairs Center-575B, One University Plaza, MS-563, Springfield, Illinois 62703-5407, (217)206-6222, deaniejd@uis.edu.

For the Urbana-Champaign campus, the Office for Equal Opportunity and Access, 807 South Wright Street, Suite 440, MC-312, Champaign, Illinois 61820-6219, (217)333-7925, eas@uillinois.edu.

*Rockford Residents and Fellows would contact the Chicago campus.

OBSERVERSHIP, OUTSIDE PARTICIPANTS AND RESIDENT TRANSFERS

OBSERVERSHIP

The University of Illinois College of Medicine Rockford does not offer or provide the opportunity for any externships or observerships. Due to restraints imposed by the Claims Commission Act of 1985, the GME program is unable to provide any sort of liability coverage (for the visiting individual or the institution) to cover this type of activity.

OUTSIDE PARTICIPANTS

The GME Office may at their discretion allow residents from other programs to participate in aspects of the University's program. Rotations into UIC programs must be described in a written affiliation agreement with the resident's originating institution and at the hospital where rotation would occur. All outside participants must provide appropriate documentation prior to beginning clinical training activities.

The following documents must be provided to the GME Office prior to the resident's start:

1. A residency application or a form issued by the GME Office to collect needed information on the resident.
2. Copy of in-force Illinois medical license (other state licenses will not be accepted).
3. Copy of ECFMG Certificate, if applicable.
4. Unless the resident is under contract in an institution holding major affiliation with the University Illinois College of Medicine Rockford, the resident must provide a letter from the institution guaranteeing salary, health insurance, and professional liability insurance coverage.

Post graduate trainees from major affiliates need not provide item #4, provided that a signed Program Addendum is in place for the rotation. When regularly scheduled rotations from major affiliates are planned, Program Directors may have the residents complete the "Appointment/Credentialing Packet" at the beginning of the year, and send the material to the GME Office. In that case, outside resident assignments should be clearly indicated on the Program's rotation schedule.

Participating hospitals may ask for an affiliation agreement for any education done within their institution.

RESIDENT TRANSFERS

If a fully funded post graduate trainee position is available, program directors may accept a resident in transfer from another University of Illinois College of Medicine program or from another ACGME accredited institution's approved program. Potential transfers may be interviewed and accepted into the programs according to the standards set by the Candidate Eligibility and Selection Policy. The candidate must be eligible for Illinois and/or Wisconsin medical licensure and, if not a U.S. citizen, must be eligible for a visa. In the case of transferring resident, before accepting a transfer, the program director must obtain primary source written or electronic verification of previous educational experiences (including evaluations, rotations completed, and procedural/operative experience) as well as summative competency-based performance evaluation of the transferring resident. The DIO must be informed of all transfers.

Any transfer of residents from one accredited program to another within the University of Illinois College of Medicine must be reviewed and approved by the program directors of both affected programs.

All transfers from approved residency programs at other AGME accredited sponsoring institutions require the approval of the program director original institution as well as the program director of the University of Illinois College of Medicine Rockford.

Program directors must provide timely verification of training and summative performance evaluation for residents transferring or leaving a University of Illinois College of Medicine Rockford program prior to completion of training.

Standard hiring procedures (e.g. background checks, etc.) must be followed as for any other candidate whether participating in the match or independent of the match. Transfer credit may be requested at the discretion of the program director and is subject to any specialty board rules and oversight (i.e. ABFM).