POLICY

Eligibility Criteria
Applicants for graduate medical education programs sponsored by the University of Oklahoma School of Community Medicine and its clinical departments are eligible for appointment if they meet one of the following qualifications:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education who have passed Step 1 and Step 2 CK and CS of the United States Medical Licensing Examination (USMLE). (No more than three attempts per USMLE step allowed by state licensing board.)

2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association who have passed Step 1 and Step 2 CE and PE of the COMLEX USA.

3. Graduates of medical schools outside the United States and Canada who meet each of the following qualifications:
   a. Hold a valid Standard Certificate from the Educational Commission for Foreign Medical Graduates (ECFMG), the requirements for which include passing both Step 1 and Step 2 CK and CS of the USMLE.
   b. Are citizens of the United States OR hold either a J-1 visa or a permanent immigrant visa ("green card"). An H1-B visa or Employment Authorization Document (EAD) in appropriate categories will be considered on a case by case basis with advanced approval in writing by the DIO.

Note: Non-U.S. Citizens who are graduates of medical schools in the United States and Canada are not considered international medical graduates and do not require ECFMG sponsorship.

Additionally, all applicants to residency programs will be considered only if, at the time of application, they are eligible for all of the following items:

1. Eligibility for appropriate licensure in the State of Oklahoma. For allopathic physicians, refer to Oklahoma Administrative Code Sections 435:10-4-4 through 435:10-4-6 available at the Oklahoma State Board of Medical Licensure website (www.okmedicalboard.org) under Rules, Laws and Policies. For osteopathic physicians, refer to the Oklahoma Board of Osteopathic Examiners website at www.osboe.ok.gov. As applicants who are currently US senior allopathic or osteopathic medical students will not yet qualify for medical licensure at the time of
completing their residency application, verification of their anticipated graduation date via their Dean’s letter will be sufficient to include the applicant on the Rank Order List.

2. Participation in Federally qualified health programs such as Medicare and Medicaid. A list of individuals with sanctions that disqualify their participation can be found on the Health and Human Services Office of Inspector General Website at www.oig.hhs.gov.

Issues that may preclude eligibility for the above items include, but are not limited to, prior felony convictions, substance abuse, malpractice judgments or settlements, or disciplinary actions by a state medical board.

Initial appointments and all re-appointments of residents currently in GME programs to levels of training beyond the PGY-1 must meet ACGME eligibility requirements in effect at the time of appointment and the following:

1. US Graduates: Allopathic (MD) and Osteopathic (DO) applicants or re-appointments at the PGY-2 and above levels must have passed Steps 1-3 of their respective licensure examinations (USMLE for allopathic and COMLEX for osteopathic) and possess an unrestricted license in the State of Oklahoma. Renewal of the Resident Agreement for the PGY-2 year is contingent upon passing the respective Step 3 examination. Failure of a current resident to obtain an unrestricted license by the expected time of promotion to the next PGY level will result in an evaluation and decision by the program director regarding continuation at the PGY-1 level, to include duties and pay, until exam is passed, or termination from the residency.

2. International medical graduates who are applicants or re-appointments at the PGY-2 and above levels must have passed Steps 1-3 of the USMLE. Renewal of the resident agreement for the PGY-2 year is contingent upon passing the Step 3 examination. Renewal of the resident agreement for the PGY-3 year is contingent upon receiving an unrestricted medical license. Failure of an International Graduate to obtain unrestricted licensure by the expected time of promotion to the next PGY level will result in an evaluation and decision by the program director regarding continuation at the PGY-2 level, to include duties and pay, until exam is passed, or termination from the residency.

Selection Criteria
Residents and fellows must meet ACGME eligibility requirements in effect at the time of appointment. Residents are selected from among eligible, qualified applicants on the basis of their academic credentials, abilities, aptitude, preparedness, communication skills, and personal qualities including motivation and integrity. This University, in compliance with all applicable Federal and State laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

For an Allopathic applicant to be eligible for ranking within the NRMP, the applicant must have taken and submit documentation to the program of a passing scores for Step 1, Step 2 CK and Step 2 CS. Passage of Step 2 CS is required for an Oklahoma license and thus required to begin the first postgraduate year.

For an Osteopathic applicant to be eligible for ranking within the NRMP, the applicant must
have taken and submit documentation to the program of a passing score for Comlex Step 1, Step 2 CE and Step 2 PE.

Information contained in the Rank Order List, whether in draft or final form, is confidential and available only to program directors and other authorized users, as defined by the NRMP. Unauthorized use or disclosure of such information to persons not entitled to access it shall be considered a violation of this policy and NRMP agreements. This policy should not be construed as limiting input to the program director regarding candidates for the residency program but instead makes clear that no form of the Rank Order List may be shared beyond the PD and authorized users.

**First Postgraduate Year**

First-year residency positions will be offered to US graduating seniors selected through the National Resident Matching Program (NRMP). Most residency programs require applicants to apply through the Electronic Residency Application Service (ERAS). First-year residency positions offered to candidates other than U.S. graduating seniors will also be selected through an organized matching program, except in special circumstances allowed by national matching program policies. Applicants for these positions should consult the publications of the NRMP for specific requirements and deadlines.

**Second Postgraduate Year and Above**

Appointments for second year and above levels are made in accordance with policies established by each specialty program in compliance with the standards of the Accreditation Council for Graduate Medical Education (ACGME), its Residency Review Committees, and the requirements of the respective American specialty certification boards.

Selections for advanced level positions are generally made through an organized matching program when a matching program exists for the specialty or subspecialty. The PGY level of the initial appointment is determined by the amount of previously completed graduate medical education that is acceptable for credit by the specialty board of the training program to which the resident is appointed and the functional level at which training will be pursued.

All previous GME training must be assessed based on ACGME Milestones and verified by the program director and the programs’ Clinical Competency Committee prior to appointment and assigning level of training. Whenever there is uncertainty in this regard, the applicant shall obtain from the specialty board a written appraisal of previous training and a statement of additional training requirements that must be met to qualify the resident for certification by that board.

**International Medical Graduates (IMGs)**

Residency appointments for graduates of medical schools not accredited within the United States or Canada may be offered only to those individuals who meet all requirements of Federal and State laws applicable to such appointments, including visa requirements. Such applicants must hold a currently valid Standard ECFMG Certificate prior to appointment, or have a full unrestricted license to practice medicine in a U.S. licensing jurisdiction in which they are training or practicing.

Non-US Citizen IMGs admitted to the United States for graduate medical education training under the authority of the University of Oklahoma School of Community Medicine must hold either a J-1 visa under the sponsorship of the ECFMG or a permanent immigrant visa (“green card”). An H1-B visa or Employment Authorization Document (EAD) in appropriate
categories will be considered on a case by case basis with advanced approval in writing by the DIO.

Eligibility requirements can be found at [www.ECFMG.org](http://www.ECFMG.org). It is the responsibility of the applicant to complete all ECFMG requirements, visa requirements, and licensure requirements before beginning residency training. Failure to do so may result in withdrawal of the residency offer or immediate termination of the residency appointment.

Prior to ranking or offering a position to an IMG, please complete the International Medical School Applicant Checklist and submit the completed form to the GME Office.

**REQUIREMENTS FOR TRANSFERRING RESIDENTS**

Before accepting a transferring resident from another program, the OU Tulsa program director must obtain written or electronic verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident. Examples of verification of previous educational experiences should include a list of rotations completed, evaluations of various educational experiences, and procedural/operative experience.

Residents are considered as transfer residents under several conditions, including but not limited to moving from one program to another within the same or different sponsoring institution and when entering a PGY-2 program requiring a preliminary year even if the resident was simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the match (e.g., accepted to both programs right out of medical school). The term ‘transfer resident’ and the responsibilities of the two program directors noted above do not apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.

Meeting the requirement for verification before accepting a transferring resident is complicated in the case of a resident who has been simultaneously accepted into the preliminary PGY-1 program and the PGY-2 program as part of the match. In this case, the “sending” program should provide the “receiving” program a statement regarding the resident’s current standing as of one to two months prior to anticipated transfer along with a statement indicating when the summative competency-based performance evaluation will be sent to the “receiving” program.

All prerequisite post-graduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, or in Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs in Canada. Verification of each applicant’s level of competency must be obtained using ACGME or CanMEDS Milestones assessments from the prior training program.

**REQUIREMENTS FOR FELLOWS**

Fellows must meet ACGME eligibility criteria in effect at the time of appointment. All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, or in a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.
Fellowship programs must receive verification of each entering fellow’s level of competency in the required field using ACGME or CanMEDS Milestones assessments from the core residency program.

**NON-COMPETITION**

Neither the University Of Oklahoma School Of Community Medicine, the Tulsa Medical Education Foundation, nor any of its ACGME-accredited programs will require a resident/fellow to sign a non-competition guarantee or restrictive covenant.

- GMEC revision: 03-24-2011, 07-19-2012
- EAC revision: 10-29-2012
- GMEC revision: 2013, 04-2014, 09-17-2015, 01-2016
- GMEC approved: 04-17-2014, 09-17-2015, 01-21-2016, 03-24-2016