Policy:

Recruitment, selection and appointment of residents and fellows are performed by the Program Directors with oversight by the Institution’s GMEC and in accordance with ACGME and California Medical Board requirements.

A. Applicants

To be eligible to be a UCLA house officer (resident or fellow), applicants must fulfill the following selection criteria:

1. A graduate of an LCME accredited (Liaison Committee on Medical Education) medical school or Canadian accredited medical school or:

2. A graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA).

3. A U.S. citizen or possess a Permanent Resident Card or an appropriate educational visa.

4. If a graduate of a medical school outside the United States, they must have a valid certificate from the ECFMG and have a Letter of Evaluation from the Medical Board of California indicating that they are eligible for resident selection, or a valid California medical license.

5. Meet all State of California licensing requirements at the start of the appointment. Applicants who fail to meet State of California licensing requirements by the original contract start date of their training program will not be appointed.

6. All residents must have passed USMLE Step 3 prior to the start of their Neurology Residency. They must obtain a California unrestricted Medical License before June 30 of their PGY2 year or PGY 3, if an IMG. As such, Step 3 results need to be furnished to the Education Office within 90 days, of the start date of their residency. Transfer residents at the PGY 3 or above must have a unrestricted California Medical License prior to starting the residency.

7. Residents must have a driver’s license as part of the residency. This will be checked at the application process and verified at orientation of their PGY2 year.
B. Programs

Each program is responsible for the selection of their house staff, and will have a selection committee that will review the credentials of all applicants.

1. Programs that participate in the National Resident Matching Program or any sub-specialty Match must accept their first tier residents through their Match.

2. Programs will not discriminate based upon age, race, sex, religion, ethnicity, national origin, sexual orientation, physical or mental disability, marital status or veteran status.

3. The following categories of applicants require the approval of the DIO prior to placing an applicant on their Match rank list, or offering a position (if no Match):
   - International medical graduates
   - All appointments for positions other than at the starting level for a program
   - All appointments where a resident is changing specialties. This does not include normal progression to a subspecialty within a specialty.
   - All appointments not going through a Match when a match program is available (e.g., Scramble).

Procedure:

1. The basis for selection must include an assessment of the following:

   - The applicant’s academic credentials: Medical Student Performance Evaluation (dean’s letters), all previous program director letters if any, and a minimum of two faculty letters
   - Documentation of successful completion of USMLE Step 1, Step 2 and 3 if applicable
   - Demonstration of success through personal statements and curriculum vitae
   - Appropriate abilities and aptitudes as they pertain to the particular specialty.
   - Written communication skills
   - Verbal communications skills (phone or personal interview required)
   - Professional conduct and integrity

International Medical Graduates (IMG) Requirements:

1. J-1 ECFMG Sponsored Visa
2. Documentation of successful completion of USMLE Step 1, Step 2 (prior to the PGY1 year) and Step 3 (prior to the PGY2 year)
3. California Medical Board “Postgraduate Training Authorization Letter”
4. ECFMG Certificate

Revisions approved by the GMEC: 9/26/05 & the Neurology Residency Program on 11/08/2011