

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 11/7/23	<b>Subject:</b> Recruitment Communication and Attestation	<b>Page 1 of 2</b>
<b>Approved by:</b>		<b>Revised Date:</b> 9/8/06, 1/4/11, 3/13/13; 6/12/13; 8/7/14; 4/23/15; 11/1/18; 8/12/20; 10/7/21; 10/20/22; 9/14/23
<b>Effective Date:</b> 8/31/04		<b>Reviewed Date:</b> 4/23/15; 9/14/23

All Programs are required to ensure that communication to applicants complies with ACGME institutional requirements noted in section IV.B.3. and with the ACGME common program requirements noted in section IV.A.1.a).

**Resident/Fellow Recruitment:**

IR IV.B.3. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME – accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment.

Information that is provided must include: stipends; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents.

CPR IV.A.1.a) The program’s aims must be made available to program applicants, residents, and faculty members.

In addition, in accordance with NRMP or other match system that may apply, programs must provide complete and accurate information to interviewees, including a copy of the contract the applicant will be expected to sign if matched to the program and the institution's policies on visa status and eligibility for appointment to a residency or fellowship position.

All of the required documentation listed above has been made available on the UFCOMJ Website through the online GME benefits, requirements and resources pages. Programs have been instructed to direct applicants to this site for the information, with recruitment material sent out to applicants clearly providing the website address <https://med.jax.ufl.edu/graduate-medical-education/applicants-new-residents-fellows/> and [https://med.jax.ufl.edu/graduate-medical-education/docs/resident\\_contract.pdf](https://med.jax.ufl.edu/graduate-medical-education/docs/resident_contract.pdf).

Programs should obtain a signed acknowledgement from each applicant who interviews with the program. The attestation (see next page) is to be used during the interview process. It is expected that all UF College of Medicine-Jacksonville training programs follow these guidelines, regardless of their accrediting body or match process.

One week before the match rank order list close date (or in the case on accepting applicants directly where there is no match), all programs will provide the visa status report, a copy of the rank order list, and candidate attestations to the Office of Educational Affairs.

***Please note: If a ranked candidate does not have an attestation on file or does not meet UFCOM-J eligibility criteria, an OEA staff member will contact both the SADEA and the program director immediately. If an attestation cannot be obtained the program director, program coordinator or OEA staff member will remove the candidate from the program’s rank order list.***

After a resident is appointed, the attestation will be filed in the program’s personnel file.

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GME PROGRAM \_\_\_\_\_ Website \_\_\_\_\_

Dear Applicant:

The University of Florida College of Medicine-Jacksonville is thrilled that you have accepted an offer to interview with one of our programs. **Please ensure that the name used in your ERAS application matches the name on your social security card.** If we are fortunate enough to match with you, we will pull the information from ERAS to use on your contract and appointment materials.

In accordance with requirements set forth by the Accreditation Council for Graduate Medical Education (ACGME) and the National Resident Matching Program (NRMP) or equivalent match system, current and accurate resident information is provided to all applicants through the University of Florida College of Medicine Jacksonville website at <https://med.jax.ufl.edu/graduate-medical-education/applicants-new-residents-fellows/>. Applicants can view the program aims on the program’s website noted above.

The Applicants/New Residents & Fellows page of our website includes the current appointment contract, Institutional Resident Eligibility and Selection policy, benefits of appointment (including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the resident and their family); and the conditions under which living quarters, meals, laundry services, or their equivalents are to be provided.

The NRMP applicant agreement states: Applicants are responsible for understanding their eligibility to enter their selected training program(s) before certifying their rank order list.

- Our institution works closely with the Educational Council of Foreign Medical Graduates (ECFMG) to provide a J-1 visa for individuals who require sponsorship to enter an ACGME accredited core or fellowship training program. For information regarding eligibility and selection, please see the policy on our website: [https://med.jax.ufl.edu/graduate-medical-education/docs/eligibility\\_selection.pdf](https://med.jax.ufl.edu/graduate-medical-education/docs/eligibility_selection.pdf).
- Additionally, NRMP requires programs to confirm, “each ranked applicant meets requirements for licensure, as published by the programs state Licensure Board. You must review the Florida statutes [Title XXXII Chapter 456.0635](#) for disqualifications of licensure. By signing below, you attest that you have reviewed the statute and affirm you are eligible for licensure in the state of Florida.
- The Florida Department of Health requires all trainees to complete a Level 2 fingerprint background screening, provide a copy of their medical school diploma and social security number in order to issue a training license. **If you match to one of our training programs, you will be asked to provide a copy of your diploma as soon as you receive it from your medical school.**

**If you are a U.S. citizen or eligible to work in the U.S., it is expected that you have an original social security card available immediately after the match results have been released. A copy of your card will be required no later than April 1.**

Your signature below serves as an attestation that you are aware of the availability of this information on the UF College of Medicine Jacksonville website and understand the requirements for appointment in our medical education program.

Applicant Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_