

**UNIVERSITY OF WASHINGTON  
CLINICAL INFORMATICS PROGRAM**

**Policy on Selection and the Essential Abilities  
Requirements for Appointment**

Effective: 07/01/2022

**PURPOSE**

The University of Washington Clinical Informatics Fellowship Eligibility and Selection Policy is designed to ensure fair and consistent consideration and decision-making for all applicants to our clinical fellowship training programs. The respective program director, faculty and department chair under the oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education performs recruitment and appointment of fellows to UW programs. This policy conforms strictly to the broader UW GME Eligibility and Selection Policy.

**ELIGIBILITY**

The accredited programs sponsored by the University of Washington School of Medicine are highly competitive and attract a large number and wide range of applicants. The fellowship program director must comply with the criteria for fellow/fellow eligibility as defined in the Institutional Requirements, the Common Program Requirements, and the applicable specialty specific program requirements.

Applicants must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program:

1. graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME); or,
2. graduation from a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA); or,
3. graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:
  - a. holds a currently valid certificate from the Educational Commission for Foreign Medical Graduates prior to appointment, or,
  - b. holds a full and unrestricted license to practice medicine in a US licensing jurisdiction in his or her current ACGME specialty/subspecialty program

Effective July 1, 2019, new eligibility requirements for prerequisite training for entry or transfer into ACGME-accredited residency programs and fellowship programs took effect. These are detailed in the Common Program Requirements and the One-Year Common Program Requirements. Also see Resident/Fellow Eligibility FAQs for more information:

1. All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or 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.
2. Fellowship programs must receive verification of each entering fellow's level of competency in the required field using ACGME, ACGME-I or CanMEDS Milestones assessments from the core residency program.
3. A Review Committee may grant an exception to the fellowship eligibility requirements. Program directors must refer to the list of Eligibility Exception Decisions by Specialty to see if a request for an exception to the eligibility criteria may be made by the program.

The program director must also ensure that candidates are eligible for a Washington (or other applicable) state provider license, are authorized to work in the United States at the time of appointment, and meet the applicable essential abilities requirements of the program.

## APPLICATION

The UW Clinical Informatics Fellowship training program accepts applications through the Electronic Residency Application Service (ERAS®). Clinical informatics participates in the match process hosted by the American Medical Informatics Association.

### Letter of Recommendation Requirements:

- We need a minimum of 3 letters of recommendation.
- One of the letters of recommendation must be from the chair of the department or the program director at your residency program - ideally from the time when you completed your residency. If the person with that role (e.g. your residency director) is no longer in that role, then either the person in the role when you graduated from residency (e.g. your residency director) or the person currently in that role (e.g. the current residency director) is acceptable. We do not have any requirements or suggestions as to who provides your other letters of recommendation.
- We do not have any requirements as to the format or content of any letters of recommendation.

## INTERVIEW

Applicants invited to interview for a fellow position will be informed by electronic means of the terms, conditions, and benefits of their appointment to the ACGME accredited program, as well as all institutional and program policies regarding eligibility and selection for appointment, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. This includes financial support; vacations; parental, sick, and other

leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to fellows/fellows and their eligible dependents. All terms, conditions, and benefits of the potential appointment are described in the Residency and Fellowship Position Appointment (RFPA). These resources are posted on the Prospective Fellows and Fellows page on the UW GME website.

## SELECTION

Future trainees in the program are selected among eligible applicants on the basis of training program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity, as well as professionalism. Primary responsibility for selecting candidates with the skills, aptitudes, and abilities to profit from each educational program lies with the program director and the faculty. The program will not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

Before accepting a resident/fellow who has completed residency and/or fellowship training at UW or an outside training program, or who is transferring from another program, the program must obtain verification of previous educational experiences and a summative competency-based performance evaluation of the transferring resident, as outlined in the UW GME Transfer Policy.

International Medical Graduates (IMGs): Graduates of medical schools outside the US and Canada (IMGs) are required to have passed all examinations required for ECFMG Certification, including USMLE Steps 1 and 2 (CK and CS) or their equivalents, before they may be considered for final selection to a residency or fellowship training program.

All trainees must be board-eligible or board-certified in their primary specialty prior to starting their Clinical Informatics fellowship. For applicants that have graduated from ACGME-I accredited programs, this may entail further training in the United States in a residency program prior to being eligible for selection.

