

UF Health – Graduate Medical Education  
Policy and Procedure

Policy Number: GME-201  
Category: IR, PR  
Reviewed: April 2018

**TITLE:** Notification to Applicants Invited to Interview

**POLICY:** The ACGME requires 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.

All applicants invited to interview will be informed in writing or by electronic means of the terms and conditions of appointment.

**DESCRIPTION:** The GMEC office provides a document that must be provided to applicants invited to interview that describes the terms and conditions of appointment; financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability, and other insurance accessible to residents/fellows and their eligible dependents; and the condition under which the Sponsoring Institution provides sleep rooms, meals and laundry services, or their equivalents (see document: Terms and Conditions of Appointment).

All programs will include the Terms and Conditions of Appointment document or reference its website when offering an interview to the resident.

**APPROVED:**

Graduate Medical Education Committee