

University of Washington
Pediatric Otolaryngology-Head And Neck Surgery Fellowship
Eligibility and Selection Policy

Purpose: The University of Washington (UW) Pediatric Otolaryngology Fellowship Eligibility and Selection Policy is designed to ensure fair consideration for all applicants. Recruitment and appointment of fellows is performed by the program director, faculty and department chair under the oversight of the Graduate Medical Education Committee (GMEC) and the Office of Graduate Medical Education (GME).

Eligibility for the pediatric otolaryngology fellowship requires that the applicant satisfies at least one of the following requirements:

1. Completion of a otolaryngology-head and neck surgery program in an
 - ACGME-accredited residency program
 - AOA-approved residency program
 - Program with ACGME International (ACGME-I) Advanced Specialty Accreditation
 - Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency located in Canada [CPR III.A]
2. Meets the Fellow Eligibility Exception Requirement
 - Qualified international graduate who meets ACGME Otolaryngology-Head And Neck Surgery Review Committee conditions [CPR III.A.1.c]

The fellowship program must receive verification of each entering fellow's level of competency in the required field using ACGME, ACGME-1 or CanMEDS Milestones evaluations from the core residency program [CPR III.A.1.a].

Additional criteria:

- 1 Eligible for a Washington state provider license (see Licensing Policy),
2. Authorized to work in the United States at the time of appointment, and
3. Meet the applicable essential abilities requirements of the program.

Non-US citizens must possess appropriate work authorization prior to their appointment to a UW GME program. Additional requirements or restrictions may apply for positions depending on funding source, such as grants awarded by the National Institutes of Health (NIH).

Application: The UW Pediatric Otolaryngology Fellowship uses the San Francisco Match (SF Match) to receive and accept applications to the program.

Interview: Applicants invited to interview for a fellowship position will be informed in writing or 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 residents/fellows and their eligible dependents. All terms, conditions, and benefits of the potential appointment are described in the Residency and Fellowship Position Appointment (RFPA), which are available by January 15th of each year and effective for the following academic year, and in the Resident and Fellow Physician Union – Northwest (RFPU) Contract. These resources are posted on the Prospective Residents and Fellows page on the GME website.

Selection: The UW Pediatric Otolaryngology Fellowship will select trainees 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. Programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or any other applicable legally protected status.

Before accepting a 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.

Matching: The UW Pediatric Otolaryngology Fellowship participates in the San Francisco Match (SF Match)

The program director and administrator are required to review the terms and conditions of the SF Match for the Pediatric Otolaryngology Fellowship each year and comply with the applicable SF Match policies. As noted in the SF Match Agreement, the program is prohibited from offering positions to ineligible applicants and must abide by the SF Match rules. An applicant's actual entry into the training program (and continuation in it) is contingent upon satisfactory completion of the prerequisite training, any special requirements the program may have stated explicitly for all applicants, and satisfactory performance during training. Unfilled positions will be listed on the Vacancy Information System (VAS).

It is a breach of the applicable Match Participation Agreement for a program to request applicants to reveal ranking preferences and for a program to reveal the contents of the Confidential Ranking Lists. Observed violations of the matching rules must be reported to the SF Match Director, who will forward information to the sponsoring organization.

Match Participation Waiver: In the event that the UW Pediatric Otolaryngology Fellowship wishes to accept a candidate outside of the Match, the program must request a waiver from full participation in the Match. Waiver requests are made to the GMEC and must include:

- the number of positions to be offered outside the Match and positions in the Match;
- a detailed description of the program's application and selection process for applicants accepted outside of the Match; and
- confirmation that candidates being considered for positions outside the Match will not be interviewed as part of the SF Match or other matching process, and are not currently registered for the Match.

Waivers are time-limited and will not be granted for more than 1 position in the program.