

**Notice of Employment Eligibility Requirements at University of Michigan Health-Sparrow
hereinafter referred to as the "Resident" who may also for academic purposes may be a Fellow**

The following information is provided to all applicants who interview at a program that is employed at University of Michigan Health-Sparrow (UMH-Sparrow). This information provides each applicant with the minimum requirements necessary to be employed with UMH-Sparrow. If you match to a program or an outside the match position is offered, all requirements must be completed by the expected program start date which is generally July 1. Minimal changes may occur (e.g. required Learning modules) to the requirements. The application process for a residency is separate from the matching process. You must register through the program's match program (NRMP, AUA Match, etc.) in order to be ranked in the Match.

Minimum Employment Requirements:

Eligibility to work in the US to be eligible for an appointment contract for residency training with UMH-Sparrow, all current or expected trainees must possess one of the following for the duration of all anticipated years of training:

- be a United States citizen
- be in possession of a green card
- be in possession of an EAD (work permit)
- possess an ECFMG –sponsored J-1 visa and be in possession of the DS-2019 before any work can begin.

Sparrow does not sponsor H-1B visas.

J-1 Visa Holders-UMH-Sparrow does sponsor J-1 visa holders. J-1 visa holders are responsible for the costs associated with obtaining a J-1 visa. In addition, it is the responsibility of the J-1 holder to obtain health insurance for the time you enter the country until the start of your UMH-Sparrow benefits which is generally July 1. Failure to do so can have the ECFMG revoke your J-1. Please read the ECFMG requirements regarding your responsibility in obtaining health insurance.

Michigan Educational Medical and Pharmacy License- The State of Michigan requires all Residents/Fellows to have at minimum, a Michigan Educational Limited Medical or Osteopathic and Controlled Substance License before/on the start date of the program which is generally July 1. This includes obtaining required fingerprinting for the license in a timely fashion so the licenses will be valid on the start date of the program which is generally July 1. The cost for a new educational medical and pharmacy license and fingerprinting may need to be paid by the Resident/Fellow before their official start, but the costs will be reimbursed after the official contract start date. The cost of a full Medical or Osteopathic license, as it is not required to be in most UMH-Sparrow programs, will not be paid for by UMH-Sparrow.

Background Check - UMH-Sparrow is committed to selecting and hiring the most capable Residents/Fellows in order to pursue its strategic goals of excellence. All offers of appointment to UMH-Sparrow sponsored GME programs are specifically conditioned upon a criminal background investigation. Background checks will be carried out by an agency on behalf of the UMH-Sparrow Human Resources Office.

Medical Clearance - A pre-placement health statement including supporting documentation (i.e. titers, ppd results, chest x-ray, etc.) must be completed prior to employment. This will also include, but is not limited to, a drug screening. As of August 29, 2023, evidence of COVID vaccines are no longer required but this is subject to change. For those that test positive for Nicotine, you may be required to take Nicotine cessation classes.

BLS/ACLS/etc - All incoming Residents/Fellows may be required to be certified in BLS and ACLS. BLS/ACLS certification or recertification must be done at UMH-Sparrow. The cost of recertification or certification done outside of UMH-Sparrow will be the responsibility of the resident or fellow. Other certifications may be required before the official contract start date based on the needs of the program.

Training Modules - UMH-Sparrow may require that all incoming Residents/Fellows complete and pass specific training modules provided during their first month of employment and annually.

Various Paperwork - UMH-Sparrow requires all incoming Residents/Fellows to complete and return all documentation required by the UMH-Sparrow Graduate Medical Education office, UMH-Sparrow Human Resources or the Program before the official contract start date. Items that must be returned before your start day, but is not limited to, are the online application for employment at UMH-Sparrow, a copy of your diploma uploaded to UMH-Sparrow's Residency software, New Innovations and copies of current ACLS/BLS certification with expiration dates. Included is the return of the Residency/Fellowship contract within four weeks of receiving the contract.

Benefits - UMH-Sparrow requires that all incoming Residents/Fellows sign up for their health, vision, long-term disability buy-up coverage, supplemental and/or dependent life insurance and dental benefits within 30 days of their start date. Failure to complete required benefit information within 30 days of the start date will leave the incoming Residents/Fellows with no health, vision or dental insurance and the only opportunity to be added to the benefits will be during open enrollment. UMH-Sparrow's health insurance is available on the first day of the month following your official contract start date. Those that do not have health insurance on the first day of employment due to UMH-Sparrow's waiting period (first day of the month after hire) can seek health insurance through the Health Insurance Marketplace at healthcare.gov at their own expense. Information regarding UMH-Sparrow's benefits can be found at: benefits.umhinsider.org. J-1 visa holders must show proof of insurance from their start date of their contract to the start date of UMH-Sparrow health benefits.

Program Transfers - Per ACGME requirements, those transferring from another program (including those going into Fellowship) must be able to submit to the Program Director written or electronic verification of previous educational experiences and a summative competency-based performance evaluation.

Resident Eligibility General Criteria

- 1.0 Resident candidates are eligible for consideration if they are students in their final year of medical school in good standing or graduates of Allopathic medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (LCME). In addition, any candidate must also have passed part one and part two of the USMLE before they are considered eligible for ranking or
- 2.0 Resident candidates are eligible for consideration if they are students in their final year of an Osteopathic medical school in good standing or graduates of the American Osteopathic Association's Commission on Osteopathic Accreditation (COCA) colleges in the United States. In addition, any candidate must also have passed part one and part two of the COMLEX before they are considered eligible for ranking or
- 3.0 Resident candidates are eligible for consideration if they are students in their final year of medical school in good standing or graduates of medical schools outside of the United States and Canada and who meet the following qualifications:
 - 3.1 Be eligible or possess a certificate from the Educational Commission for Foreign Medical Graduates (ECFMG).
- 4.0 Additional information regarding eligibility can be found here: [Eligibility Policy](#)

Additional Information for Foreign Medical School Graduates

You must be in possession of an ECFMG (Educational Commission for Foreign Medical Graduates) certificate in order to commence residency training in the United States. Please visit the ECFMG website at www.ecfm.org for additional information on how to obtain certification.

Note: This list may not be inclusive of all items needed before your official contract start date. Additional specific program requirements may exist and will be provided after the match results. This Attestation is not a guarantee of employment but is to outline items that are required if you are selected.

To All Candidates:

By signing this form, you are attesting to the information above and that you have received and reviewed a draft contract for the program.

Print Name

Date

Signature