

**University of Washington, Department of Medicine
Division of Metabolism, Endocrinology and Nutrition
Eligibility, Recruitment, and Selection Policy**

The University of Washington School of Medicine (SOM), in partnership with each of its programs, is committed to ongoing, mission-driven, systematic recruitment and retention of a diverse and inclusive workforce of fellows while maintaining compliance with Washington State Law and University of Washington policies addressing diversity in recruitment.

- The Division of Metabolism, Endocrinology and Nutrition selects fellows among eligible applicants based on 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.
- The University of Washington is committed to fostering an inclusive, respectful and welcoming community for all. As an equal opportunity employer, the University considers applicants for employment without regard to race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status consistent with [UW Executive Order No. 81](#).

Eligibility

All required clinical education for entry into ACGME-accredited fellowship programs must be completed in one of the following:

- an ACGME-accredited residency program
- an AOA-approved residency program
- a program with ACGME International ([ACGME-I](#)) Advanced Specialty Accreditation
- a Royal College of Physicians and Surgeons of Canada (RCPSC) accredited residency program located in Canada **(prior to July 1, 2025)**
- a College of Family Physicians of Canada (CFPC) accredited residency program located in Canada **(prior to July 1, 2025)**

Applicants must have completed a residency in Internal Medicine that meets one of the criteria above. If the applicant did not complete a qualifying Internal Medicine program, they must have completed a minimum of three years of Internal Medicine education and meet all criteria for a Fellowship Eligibility Exception, including GMEC approval.

Prior to appointment, applicants must provide verification of each entering fellow's competence in Internal Medicine using ACGME, ACGME-I, or CanMEDS Milestones evaluations from the core residency program. If Milestones reports are unavailable, the program must obtain equivalent documentation directly from the prior program director.

Eligibility Exceptions

International medical graduates who do not meet standard eligibility criteria may be considered if they:

- Are evaluated and deemed suitable by the program director and selection committee
- Receive GMEC approval for exceptional qualifications
- Hold valid ECFMG certification

Additional Program-Specific Requirements

VA Appointments Applicants seeking appointment to positions that include rotations at the VA Puget Sound Health Care System must comply with federal Selective Service Registration requirements. Male applicants born after December 31, 1959, must be registered with the Selective Service System or have an exemption to be eligible for VA appointment.

NIH Training Grant Restrictions For positions funded by National Institutes of Health (NIH) National Research Service Award (NRSA) training grants, applicants should be aware of the following:

- Salary and benefits during grant-funded research time may differ from standard clinical training compensation
- Additional terms and conditions of the training grant may apply, including potential payback obligations
- Applicants invited to interview receive written notification of any changes to salary and benefits during their training, as well as any additional terms of the training grant

Additional Requirements

Canadian Medical School Graduates: Starting July 1, 2025, individuals graduating from Canadian medical schools will be considered IMGs for entry into U.S. GME programs and must obtain ECFMG Certification, including USMLE scores. This requirement does not apply to graduates of Canadian medical schools prior to July 1, 2025

Non-US Citizens: Non-US citizen applicants must have U.S. legal permanent residence or a valid Employment Authorization Document (EAD) that can be extended to cover the training period at the time of appointment or be eligible to apply for a J-1 or H-1B visa. Refer to [Visa Policy](#).

State License: Applicants must be eligible for a Washington (or other applicable) state provider license. Refer to [Licensing Policy](#)

Application

Candidates must complete an application through Electronic Residency Application Service (ERAS) and participate in the National Resident Matching Program (NRMP) Match process. This requirement applies to all applicants, including international medical graduates (IMGs) and candidates with previous residency experience.

The required documents include curriculum vitae, personal statement, transcripts, MSPE/Dean's Letter, USMLE (or equivalent) scores, three letters of recommendation, and ECFMG certification (if applicable).

ACGME Common Program Requirements may be found here: <https://www.acgme.org/programs-and-institutions/programs/common-program-requirements/>

Interview

Applicants invited to interview for a fellowship position will receive written or electronic notification of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either as currently in effect or as they will be at the time of appointment. These details are outlined in the Residency and Fellowship Position Appointment (RFPA) Agreement and the [Resident and Fellow Physician Union-Northwest \(RFPU-NW\) Collective Bargaining Agreement \(CBA\)](#). Both resources are available on the [Prospective Residents and Fellows page](#) of the GME website.

Most fellowship programs will conduct virtual interviews in alignment with AAMC recommendations. Virtual interviews help reduce costs for applicants, improve access and equity, and support academic medicine's commitment to environmental sustainability. Applicants will be informed of the interview format upon receiving an invitation.

Applicants who require disability accommodation for the interview may request accommodation from the UW Disability Services Office. If accommodation is requested, the UW Disability Services Office coordinates with the program to facilitate appropriate support.

Selection and the Match

Fellowship positions are filled primarily through the National Resident Matching Program (NRMP). The Division participates in the Match in accordance with NRMP policies and University of Washington GME requirements.

Available positions may be offered outside the Match in specific predefined situations in accordance with a waiver approved annually by the Graduate Medical Education Committee (GMEC) and the Association for Program Directors in Endocrinology and Metabolism (APDEM). This waiver process ensures compliance with both NRMP regulations and the UW GME Eligibility and Selection Policy.

The Program Director and Program Administrator review the terms and conditions of the NRMP Match Participation Agreement annually. Faculty members who participate in the review of applications or conduct interviews are informed of these terms and conditions prior to participating in recruitment activities.