International Graduates in Non-Standard Program Process and Checklist

Programs who have/will have international graduates who are on a J-1 visa and who will be in a non-standard (e.g. non-ACGME accredited) program with a clinical fellow title must complete the following checklist. These fellows must be presented to the GMEC by the program director or his/her designee NO LATER THAN THE MARCH GMEC MEETING in order to meet the ECFMG deadline.

Must meet all of the criteria listed below:

\_\_\_\_\_\_ J-1 Visa AND

\_\_\_\_\_\_ Non-standard program AND

\_\_\_\_\_\_ Verify the Subspecialty Discipline on the ECFMG website (<http://www.ecfmg.org/evsp/nonstandard-subspecialty-disciplines.html>) AND

\_\_\_\_\_\_ Clinical Fellow title

Process and Checklist

\_\_\_\_\_\_ Complete the “Requests for GMEC Approval of International Medicine Graduates in Non-Standard Training Program” form which is located on the Washington University GME website ([gme@wustl.edu](mailto:gme@wustl.edu) --> Forms)

\_\_\_\_\_\_ Send the completed request form and any other supporting documents, including J-1 visa documentation, to the Barnes-Jewish Hospital GME office (Mid Campus Center, 4590 Children’s Place, 5th floor, St. Louis MO 63110) for review. Once the Barnes-Jewish Hospital GME office approves the documents their office will notify the Office of the Associate Dean for GME office to add to the next GMEC agenda. The Barnes-Jewish GME office will process the visa documentation. \*\*Terra Mouser in the Barnes-Jewish Hospital GME office is the ECFMG TPL (Training Program Liaison) for the consortium.

\_\_\_\_\_\_ The program director or his/her designee must present the clinical fellow at the GMEC meeting. Be prepared to explain the rationale for the request, funding, how long they will be in the training program and if their training will affect those in the accredited program.

\_\_\_\_\_\_ The GMEC members will discuss and vote on the request. If the request is approved, the program director and program coordinator will be notified the next day in writing. If the request is denied, the reason for denial will be sent to the program director immediately following the meeting. The program director may submit a follow up request after the issues(s) identified by the GMEC have been resolved. The follow up request for approval must specifically address the reasons for the prior GMEC denial.