

TITLE: Graduate Medical Education: Resident Recruitment, Eligibility, and Selection	
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## A. Scope

The policy applies to all Hackensack University Medical Center (HUMC)-sponsored residency training programs, both accredited and non-accredited. The term “resident” refers to all graduate trainees (interns, residents, fellows) in all postgraduate training programs sponsored by HUMC.

*NOTE:* In addition to being subject to specific policies and procedures required by ACGME, residents are also subject to policies and procedures applicable to HUMC employees generally and enjoy those benefits of employment applicable to HUMC employees of comparable classification.

## B. Purpose

The purpose of this policy is to establish guidelines for eligibility, selection, evaluation, promotion, and dismissal of all postgraduate trainees in all residency programs sponsored by HUMC facilities.

## C. Policy

### 1. Resident Recruitment and Eligibility

#### **Educational Requirements**

In order to be admitted into a Graduate Medical Education (GME) program, a candidate must have satisfied the educational requirements for registration as a resident in the state of New Jersey under the regulations promulgated by the New Jersey Board of Medical Examiners. Every medical school attended must be accredited by the Liaison Committee on Medical Education (LCME) or the American Osteopathic Association (AOA) or recognized and listed in the World Health Organization’s World Directory of Medical Schools. The applicant from a non-LCME/non-AOA–accredited school must have completed their didactic training (first two

years of basic science education) in the jurisdiction where the school is authorized to confer a medical degree.

**For admission to the first postgraduate year (PGY1),** the applicant must qualify for registration with the Board of Medical Examiners.

**For admission to PGY2 and subsequent years,** the applicant must qualify for a permit issued by the Board of Medical Examiners.

**For admission to PGY3 and subsequent years,** the applicant must have passed USMLE Step 3 or COMLEX Level III by February of their PGY2 year.

For admission to any postgraduate year after the applicant has used up their five years of eligibility for registration/permit in the state of New Jersey, the applicant must have a New Jersey license.

International medical graduates (IMGs) must be U.S. citizens, U.S. permanent residents, or holders of J-1 and H-1 Exchange Visitor visas in order to be eligible for admission to a position in any of the HUMC's GME programs. An eligible IMG must hold a currently valid ECFMG certificate.

All candidates for residency or fellowship training must satisfy the conditions for appointment/reappointment as stated in the HUMC GME Policy Manual and Program Specific Resident Manuals.

### **Human Resources Requirements**

All candidates for residency or fellowship training must satisfy HUMC Human Resources requirements, such as background check, drug screening, and health requirements, as stated in the online HUMC Human Resources Policy Manual.

### **Credentialing**

The following credentials will be collected for each candidate for a resident position:

- » Residency application, completed and signed (except for ERAS applications).
- » MSPE if a U.S. graduate.
- » Medical school transcript.

- » Copy of medical school diploma or verification of graduation from the medical school. (PGY1 appointments may be made prior to graduation, but it is the program director's [PD's] responsibility to verify graduation and file documentation in the intern's file.)
- » At least two letters of reference from faculty familiar with the individual's performance. If a candidate is applying for PGY2 or above, one letter must be from the candidate's former chief of service or PD.
- » An ECFMG certificate or ECFMG letter that must be verified in writing by source documentation.
- » Proof of legal employment status that must be provided within 72 hours of employment.

## **2. Resident Recruitment**

All candidates should interview with the PD or a designee. PGY1-year positions will be filled through the National Resident Matching Program or the Postdoctoral Dental Matching Program. Contracts are prepared by the PD and forwarded to the Department of Academic Affairs accompanied by all credentials and documentation of the interview.

If any of the required credentials are missing, contracts are amended to include a clause that states "this contract needs to be amended with a cover memo." The Department of Academic Affairs staff will review the contracts and supporting documents for completion and compliance and then forward them to the designated institutional official (DIO) for approval. Contracts for mailing and all original credentials will be returned to the PD through the Department of Academic Affairs.

## **3. Resident Selection**

HUMC ensures that only eligible applicants are selected and that applicants have the appropriate credentials. Residency programs select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. It is the policy of HUMC to not discriminate with regard to sex, race, age, religion, color, national origin, disability, sexual orientation, or any other applicable legally protected status. HUMC is committed to providing a safe and fair working environment. Each resident is provided with a written agreement of appointment including but not limited to current information about program benefits, liability coverage, resources at the institution, and written policies for grievances and due process. The Resident Agreement should be

referenced for terms of appointment, resident responsibilities, and institutional responsibilities.

### **Transferring from Another Program: Resident Eligibility and Selection Process**

Before accepting a resident who is transferring from another program, in addition to adherence to the GME policy selection/promotion process, the PD must obtain written or electronic verification of previous education experiences and a summative competency-based performance evaluation of the transferring resident. Verification includes the following:

- » Evaluations
- » Rotations completed
- » Procedural/operative experience
- » A summative competency-based performance evaluation

A PD must provide timely verification of residency education and summative performance evaluations for residents who leave the program prior to completion.

If it appears that there will be a vacancy in a HUMC residency program, the program shall make every effort to fill such vacancy with a qualified applicant. The following protocol shall be followed:

- » No candidate shall be considered if they are under contract to another program for the transfer year, unless permission is granted by the program for which the candidate is under contract.
- » Candidates will submit a complete application including three letters of recommendation, one of which should be from the resident's current PD.
- » The application shall include verification of educational experiences completed at the time of application and those planned prior to transfer.
- » Prior to matriculating at HUMC, a summative performance evaluation of the resident's performance at the original program shall be obtained addressing their achievement of competence at the appropriate level of training.

## **D. Acronyms**

- » HUMC: Hackensack University Medical Center

- » GMEC: Graduate Medical Education Committee
- » GME: Graduate Medical Education
- » ACGME: Accreditation Council for Graduate Medical Education
- » PGY: Postgraduate Year
- » ECFMG: Educational Commission for Foreign Medical Graduates
- » LCME: Liaison Committee on Medical Education
- » AOA: American Osteopathic Association
- » IMG: International Medical Graduates
- » ERAS: Electronic Resident Application System
- » PD: Program Director
- » DIO: Designated Institutional Official

## E. Definitions

“Resident” refers to all interns, residents, and subspecialty residents (fellows) engaged in postgraduate education at HUMC. They are also identified by their year of postgraduate training (e.g., PGY1).

“Transferring” refers to moving from one program to another within the same or different sponsoring institution or when entering a PGY2 program requiring a preliminary year, even if the resident was simultaneously accepted into the preliminary PGY1 program and the PGY2 program as part of the match (e.g., accepted to both programs right out of medical school). This term **does not** apply to a resident who has successfully completed a residency and then is accepted into a subsequent residency or fellowship program.

## F. References

- » ACGME Institutional Requirements IV.A.2
- » ACGME Common Program Requirements, III.A
- » HUMC Human Resources Policy Manual
- » HUMC Resident Agreement