I. PURPOSE

To establish guidelines for eligibility, selection, evaluation, promotion and dismissal of housestaff in all residency programs sponsored by RUTGERS ROBERT WOOD JOHNSON MEDICAL SCHOOL and/or core teaching hospitals.

II. SCOPE

This policy will apply to all of the postgraduate training programs at RUTGERS Robert Wood Johnson Medical School.

III. DEFINITIONS

Housestaff - refers to all interns, residents and subspecialty residents (fellows) enrolled in a RUTGERS Robert Wood Johnson Medical School postgraduate training program. An individual member of the housestaff may be referred to as a house officer.

IV. RESPONSIBILITIES/REQUIREMENTS

A. Policy:

1. Eligibility for Admissions to RUTGERS ROBERT WOOD JOHNSON MEDICAL SCHOOL Residency Programs

   Educational Requirements:

   a. In order to be admitted to graduate medical education programs, 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 Directory of Medical Schools. The applicant from a non-LCME/non-AOA accredited school must have completed his/her didactic training (first two years of basic science education) in the jurisdiction where the school is authorized to confer a medical degree.

   (1.) For admission to the first postgraduate year (PGY1), the applicant must qualify for registration with the Board of Medical Examiners as defined in Board of Medical Examiners Regulation.
For admission to PGY2 and subsequent years, the applicant must qualify for a permit issued by the Board of Medical Examiners as defined in Board of Medical Examiners Regulation 13:35-1.5(1),(m).

For admission to PGY3 and subsequent years, the applicant must have passed USMLE Step 3, NBOME Part III or COMLEX Level III.

For admission to any postgraduate year after the applicant has used up his or her five years of eligibility for registration/permit in the State of New Jersey, the applicant is required by State Law to have a New Jersey license (NJSA 45:9-21(d)) regardless of where they have completed their training. This requirement also applies to all current trainees after the fifth year of graduate training. As this is a State Law, and not a programmatic requirement, affected applicants/trainees are responsible for the payment of all applicable New Jersey licensing fees and renewal costs.

b. International Medical Graduates (IMG's) must be U.S. citizens, U.S. permanent residents or holders of J-1 Exchange Visitor visas issued by the Educational Commission on Foreign Medical Graduates (ECFMG) in order to be eligible for admission to a position in any of the University's graduate medical education programs. An eligible IMG must hold a currently valid ECFMG certificate.

c. Must satisfy the conditions for appointment/reappointment as stated in University Policy #00-01-20-87:00 and University Policy #00-01-10-08:00. See Section IV.D. Housestaff Contracts portion of this policy for details.

B. Procedure:

1. The following credentials will be collected for each candidate for a housestaff position.

   a. Application blank, completed and signed (except for ERAS applications)

   b. Dean's letter

   c. Medical school transcript

   d. Copy of medical school diploma or verification of graduation from the medical school. (PGY I appointments may be made prior to graduation but it is the Program Director's responsibility to verify graduation and file documentation in the intern's file.)

   e. Two letters of reference from faculty familiar with the individual's performance. If a candidate is applying for PGY II or above, one
letter must be from the candidate’s former Chief of Service or Program Director.

f. An ECFMG Certificate or ECFMG letter which must be verified in writing by the Program Director.

All candidates should interview with the Program Director or a designee. PGY I year positions may be filled through the National Resident Matching Program. Contracts are prepared by the Program Director and forwarded to the Office of Graduate Medical Education with credentials check list (See Attachment 1) signed by the Chair, Program Director and accompanied by all credentials and documentation of the interview. If any of the required credentials are missing, contracts should be amended to include a clause that states “this contract should be amended with a cover memo”. The Office of Graduate Medical Education and staff will review the contracts and supporting documents for completion and compliance and then forward them to the Associate Dean for Graduate Medical Education for approval. Contracts for mailing and all original credentials will be returned to the Program Director through the Office of Graduate Medical Education.

C. Housestaff Selection
Residency programs should select from among eligible applicants on the basis of their preparedness, aptitude, academic credentials, personal characteristics and ability to communicate. It is the policy of the University to recruit, hire, train, and promote without regard to age, ethnicity, disability, marital status, national origin, race, religion, sex, sexual orientation, or veteran status unless otherwise prohibited by applicable law.

D. Housestaff Contracts
The contract for each house officer in a graduate medical program shall:

1. Specify the specialty and sub-specialty, where applicable, and the level or Postgraduate Year (PGY), e.g., Internal Medicine PGY 1, 2, 3, or Internal Medicine-Cardiology PGY 4, 5, etc., and the term of the contract;

2. Have an attachment describing assigned duties including patient care and teaching, and the program’s overall work schedules;

3. Specify that registration/permit/licensure requirements of the New Jersey Board of Medical Examiners must have been met as a precondition of the contract;

4. Contain an attachment defining scope of practice of registration or permit holders as per regulations of the New Jersey Board of Medical Examiners;

5. Describe benefits including vacations, professional and/or sick leave, family leave, liability insurance, health insurance and other insurance for residents and their families, and meals and laundry or their equivalent, consistent with hospital or University policies or the collective bargaining agreement between the Committee of Interns and Residents (CIR) and the University, where applicable;
6. Specify whether or not extramural employment (moonlighting) is permissible; and, where moonlighting is permissible, specify that malpractice coverage is not provided by the University for moonlighting and additionally specify that the house officer must (a) have approval of the Program Director and (b) must give assurance that this activity will not interfere with the responsibilities to the residency program.

7. Have as attachments required copies of University policies.

8. Specify that compliance with the University's Housestaff Immunizations and Health policy is required as a condition of the contract.

9. Specify conditions for appointment/reappointment as stated in RUTGERS Robert Wood Johnson Medical School Policy on

9. Specify the conditions for appointment/reappointment as stated in Rutgers Biomedical and Health Sciences Policy on Graduate Medical, Dental & Podiatry Education, University Policy #00-01-20-87:00; Excluded Individuals & Entities, University Policy #00-01-10-08:00 and Section I.2 of this Policy Manual.

Rutgers Biomedical and Health Sciences Policy #00-01-10-08:00 - will not employ or enter into contracts with any individual or entity who is currently excluded by the Office of Inspector General (OIG) and/or the General Service the event that during the course of appointment, an individual becomes excluded by the OIG or GSA from participation in Federal Health Care Programs, the individual’s employment and/or contractual relationship shall be terminated.

Rutgers Biomedical and Health Sciences Policy #00-01-20-87:00 – The Housestaff agrees that this Contract is contingent upon completion of the Criminal Record Search document and Housestaff Disclosure and Authorization Form and the receipt by RUTGERS Robert Wood Johnson Medical School of a consumer or investigative report, as those terms are defined in the Federal Credit Reporting Act, deemed favorable by Rutgers Biomedical and Health Sciences Policy.

Approved at 02/23/99 GMEC meeting Revised on 05/17/99, 01/11/05, 11/13/07, 01/17/12
ATTACHMENT 1

APPLICANT: ________________________________________________
LAST            FIRST         M.I.

CREDENTIALS CHECKLIST FOR HOUSESTAFF APPOINTMENT
(This form is to be attached to the front of each applicant’s folder. It shall accompany the credentials and contract being submitted for signature).

U.S. Graduates Received Foreign Medical Graduates **Received

Application _______ Application _______
Deans Letter _______ Dean’s Letter* _______
Medical School Transcript _______ Medical School Transcript Translation*
Letters of Recommend. (2) _______ Letters of Recommend (2) _______
USMLE Scores _______ USMLE Scores _______
(Step 1 and 2 or equivalent) _______ (Step 1 and 2 or equivalent) _______
Diploma _______ Diploma _______
PGY-II & Above, Letter _______ PGY-II & Above, Letter _______
From Yr. 1 Program Director or Chief From Yr. 1 Program Director Or Chief
PGY-III & Above _______ ECFMG Certificate or ECFMG Letter _______
USMLE Step 3 Scores _______ _______
Interview _______ Interview _______

* Not required for subspecialty residents (fellows).
** If documents are not in English, they need to be accompanied by English translation.

Credentials Complete:
Chief/Program Director Date
Administrative Director of Medical Education Date

Before hire:
1. All recent graduates need to provide a certified copy of their diploma.
2. All non-US citizens must provide proof of legal visa status.