RUTGERS ROBERT WOOD JOHNSON MEDICAL SCHOOL
NEW BRUNSWICK, NEW JERSEY

GRADUATE MEDICAL EDUCATION MANUAL

POLICY#: I. 3
SECTION: SELECTION/PROMOTION PROCESS
SUBJECT: PROMOTION OF HOUSESTAFF

I. PURPOSE

To provide a guideline for housestaff reappointment to the next level of postgraduate training in accordance with the agreement between the University and the Committee of Interns and Residents (CIR).

II. SCOPE

This procedure applies to all housestaff.

III. DEFINITION

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

IV. RESPONSIBILITIES/REQUIREMENTS

A. Criteria for promotion in each residency program shall be specified, maintained current, documented and communicated to residents at the beginning of each academic year.

B. In general, postgraduate levels are determined by the Program Director, the Department Chair and the Dean on the basis of previous training and experience.

C. In addition to fulfilling the requirement of satisfactory academic progress, residents must satisfy the following requirements with regard to registrations, permits, and licenses.

1. For promotion to PGY2 and above, the resident must obtain and maintain a permit issued by the Board of Medical Examiners as defined in Board of Medical Examiners Regulation 13:35-1.5; a house officer who does not obtain or make application for such a permit shall automatically be terminated at the conclusion of PGY1; a resident who fails to maintain such permits shall be terminated upon the loss of the permit; a New Jersey medical license shall satisfy these permit requirements;

2. For promotion to PGY3, the resident must have passed USMLE Step 3, or COMLEX Level III; a house officer who has taken the exam prior to June 30th and has not received exam scores will be promoted to PGY3 with the understanding that passing scores must be provided to the program director within six weeks of the exam date or the PGY3 contract will be terminated;

3. For promotion to any postgraduate year after a house officer has used up the 5-year limit for registration/permit eligibility as specified in NJSA 45:9-21d, the house officer must have a New Jersey license; a house officer whose eligibility for a permit has expired and who has not obtained a New Jersey license shall automatically be terminated at the conclusion of the last academic year of eligibility for a permit; and

4. Residency programs have the option of requiring housestaff to obtain New Jersey licensure as a condition of promotion to PGY3 if eligible at that time, or to any succeeding postgraduate year; however, if it is a requirement of the Program, the Program will pay NJ State Licensing fees and renewal costs for New Jersey licensure of any House Staff Officer employed at the University. This does not cover USMLE Step III or COMLEX.

D. The decision to offer a promotion to a house officer will be conveyed to the house officer by the Program Director after a review of his/her faculty evaluations, in-training exam performance and the personal observations of the Program Director.

E. Written notification shall be given to the house officer for non-renewal of contracts. Housestaff who have July 1st appointments will be notified, in writing, by December 15th of the first year of service and not later than November 15th of

the second year of service and thereafter, if their services are not to be renewed for the next year of a given residency training program. In the event that a house officer commences work on a date other than July 1st, the last date for non-renewal shall be five and one half months (5 ½) or four and one half (4 ½) months, respectively, following the date on which such work commences. When possible, earlier notice of non-renewal will be given to such house officer. Non-renewal of contracts may be appealed through an Ad Hoc Non-Renewal Committee. (See GME Policy I.6 Resident appeal of non-renewal of contract)

F. In the event a house officer's performance is not satisfactory, the Program Director will inform the house officer in writing. The outline or plan for remedial training requirements must be provided to the house officer in writing. This shall include the time period for remedial training and subsequent re-evaluation of the house officer's suitability for promotion. A timely written non renewal notification will be given which can be reversed if on re-evaluation the house officer is felt to be qualified for promotion.

Approved at 2/23/99 GMEC meeting
Amended at the GMEC Meetings on 5/11/04, 09/13/05, 10/11/05, 09/12/06, 05/13/08