

## SECTION TWO – TRAINEE

**POLICY NO: 2.3**

**SUBJECT: PROMOTION OF TRAINEE**

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### **I. PURPOSE**

To establish guidelines for trainee's reappointment to the next level of postgraduate training at SPUH.

### **II. RESPONSIBILITIES/REQUIREMENTS**

#### **A. Advancement.**

To the extent applicable, each Program Director shall determine annual advancement within his or her Postgraduate Program, based upon a trainee's satisfactory performance, as measured by the evaluation system described in Policy No. 2.2. Each Program Director's decision shall be based on the evaluations of the Teaching Staff, the Program Director's own personal observations of the trainee, and any other information relevant to the trainee's performance. All determinations made by the Program Directors shall be subject to review and approval by the IGMEC. Any and all academic matters, including in-training exams, shall also be considered by the Program Director in determining whether a trainee is making satisfactory academic progress.

Advancement offer letters shall be distributed by January 15<sup>th</sup> to trainees whom the Program Director wishes to advance.

In the event a trainee does not wish to continue his or her participation in the Postgraduate Program the following year, the trainee is expected to provide his or her respective Program Director with written notice at least four (4) months prior to the expiration of his/her Trainee Agreement.

#### **B. Criteria for Advancement.**

The criteria for annual advancement in each Postgraduate Program, shall be specified, maintained current, documented, and communicated to Trainee at the beginning of each academic year. Program directors and clinical competency committees must evaluate each resident's abilities based on specific criteria, guided by each specialty's milestones.

#### **C. Postgraduate Program Levels.**

In general, the Postgraduate Program level of each trainee is determined by the Program Director, the Department Chair, and the Director of Medical Education, on the basis of previous training and experience.

In addition to satisfactorily achieving academic progress, Trainee must satisfy the following requirements with regard to registrations, permits, and licenses:

1. For promotion to PGY 2, the trainee must obtain and/or maintain a permit issued by the NJBME, as defined in N.J.A.C. 13:35-1.5(c) and 13:35-1.5(l). A trainee who does not obtain a permit, prior to the commencement of the academic year in which the trainee would receive training as a PGY 2, shall automatically be terminated from further participation in the Postgraduate Program at the conclusion of PGY 1. A trainee who fails to

maintain such permit shall be terminated immediately upon the termination of the permit. A New Jersey medical license shall satisfy these permit requirements.

2. For promotion to PGY 3, the trainee should have passed the United States Medical Licensing Exam (USMLE) Step 3 or the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level III. A trainee who has not passed the applicable exam shall automatically be terminated from further participation in the Postgraduate Program at the conclusion of PGY 2.
3. For promotion to any postgraduate year after a trainee has used up his or her five (5) years of eligibility for registration/permit in the State of New Jersey, the trainee must have a New Jersey license. A trainee whose eligibility for a permit has expired and who has not obtained a New Jersey license shall automatically be terminated from further participation in the Postgraduate Program at the conclusion of the last academic year in which the trainee participated.

Each Postgraduate Program may require its Trainee to obtain New Jersey licensure, if eligible, prior to (i) a trainee's advancement to PGY 3; or (ii) any succeeding academic year.

This licensure requirement shall not apply to any Foreign Medical Graduate ("FMG") participating in a Postgraduate Program, until such FMG is in his or her PGY 4, since FMGs are ineligible for New Jersey licensure until they have completed at least three (3) years of graduate medical education.

D. Trainee Agreement.

All Trainee Agreements shall be for a term of one (1) year, and each trainee shall be appointed for each subsequent year of training, contingent upon satisfactory completion of the current post-graduate year in accordance with this policy and Policy No. 2.2. Any termination and/or non-renewal of a trainee's participation in a Postgraduate Program shall be in accordance with his or her Trainee Agreement and Policy No. 2.7.