

SECTION TWO – HOUSE STAFF

POLICY NO: 2.1

SUBJECT: ELIGIBILITY AND SELECTION OF HOUSE STAFF

I. PURPOSE

To establish guidelines for the recruitment and selection of house staff for participation in any of the Postgraduate Programs.

II. RESPONSIBILITIES/REQUIREMENTS

A. Responsibility:

The Program Director shall be responsible for the recruitment and selection of house staff.

B. House Officer Eligibility:

Applicants with one of the following qualifications are eligible for appointment to a Postgraduate Program:

1. Graduates of medical schools in the United States and Canada accredited by the Liaison Committee on Medical Education (“LCME”).
2. Graduates of colleges of osteopathic medicine in the United States accredited by the American Osteopathic Association.
3. Graduates of medical schools recognized and listed in the World Directory of Medical Schools, and which are located outside the United States and Canada. Such Foreign Medical Graduates (“FMG”) must meet one of the following qualifications:
 - (i) Have received a currently valid certificate from the Educational Commission for Foreign Medical Graduates (“ECFMG”); or
 - (ii) Have a full and unrestricted license to practice medicine in a United States licensing jurisdiction.

Under certain circumstances, SPUH may wish to sponsor an FMG, non-United States citizen, for an H-1B Temporary Worker’s visa. Such sponsorship must be approved by the Program Director, Department Chair and SPUH’s Executive Administration.

4. Graduates of medical schools outside the United States who have completed a Fifth Pathway program provided by an LCME-accredited medical school.

In addition, in order to be considered for appointment to a Postgraduate Program, interested applicants must have satisfied the educational requirements and the regulatory requirements for registration, permitting and/or licensing in the State of New Jersey under the regulations promulgated by the NJBME. SPUH and its Program Directors have no affirmative obligation to assist any house officer in his or her registration, permitting or licensure in accordance with the NJBME requirements.

1. For admission to the first postgraduate year (PGY 1), the applicant must qualify for registration with the NJBME, as defined in N.J.A.C. 13:35-1.5(c).
2. For admission to PGY 2 and subsequent years, the applicant must qualify for a permit issued by the NJBME, as defined in N.J.A.C. 13:35-1.5 (c) and 13:35-1.5(1).
3. For admission to PGY 3 and subsequent years, the applicant should have passed the United States Medical Licensing Exam (USMLE) Step 3 or the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level III.
4. For admission to any postgraduate year after the applicant has used up his or her five (5) years of eligibility for registration/permit in the State of New Jersey, the applicant must have a New Jersey license.

C. Application and Selection Procedures:

Interested applicants must utilize ERAS (Electronic Residency Application Service) whenever possible. If ERAS cannot be utilized, interested applicants should contact the Program Director and/or Program Coordinator who will facilitate the application process. Selected applicants will be invited for an interview.

Applicants will be selected on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities, such as motivation and integrity. SPUH shall not discriminate against any candidate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.

PGY 1 positions may be filled through the National Resident Matching Program. Final decisions regarding candidates shall be made by the Departments' Residency Selection Committee.

D. Requirements Applicable After Acceptance:

After acceptance and prior to beginning their training at SPUH, house staff shall receive correspondence from the Program Director describing the Postgraduate Program for which they have been accepted and the policies and procedures which shall apply to each house officer during his or her appointment.

Each house officer must provide to the Program Director the following information, as applicable, or other alternative information as prescribed by the Program Director, prior to beginning their Postgraduate Program:

1. Copy of certificate of completion of medical school training or medical school diploma (PGY 1 appointments may be made prior to graduation, however, it is the Program Director's responsibility to verify graduation and file documentation in the intern's file);
2. Dean's letter;
3. Medical school transcript;
4. Copy of certificate demonstrating success in meeting National Board of Medical Examiners or the National Board of Osteopathic Examiners testing, as applicable;

5. Two letters of reference from faculty familiar with the individual's performance. If a candidate is applying for PGY 2 or above, one letter may be from the candidate's former Chief of Service or Program Director; and
6. An ECFMG Certificate or ECFMG letter, if applicable, which must be verified in writing by the Program Director.

In addition, house staff must submit either (1) a completed application for a New Jersey license or post-graduate medical education permit, as applicable; or (2) proof of a current New Jersey license or post-graduate medical education permit, as applicable. It shall be the responsibility of the house officer to submit completed applications and any other required documentation for New Jersey licenses and post-graduate medical education permits to the appropriate licensing body.

E. House Staff Agreements:

House staff shall be required to sign a House Staff Agreement, which shall be developed and periodically reviewed by the Graduate Medical Education Committee. House Staff Agreements are prepared by the Program Director and forwarded to the GME Office, along with a credentials checklist signed by the Program Director and the Department Chair, and accompanied by all credentials and documentation of the interview. The GME Office shall review the contracts and supporting documents for completion and compliance.

Approved:4/2004
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