

## SECTION TWO – HOUSE STAFF

**POLICY NO: 2.3**

**SUBJECT: PROMOTION OF HOUSE STAFF**

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### **I. PURPOSE**

To establish guidelines for house staff 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 house officer's satisfactory performance, as measured by the evaluation system described in Policy No. II.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 house officer, and any other information relevant to the house officer'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 house officer is making satisfactory academic progress.

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

In the event a house officer does not wish to continue his or her participation in the Postgraduate Program the following year, the house officer 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 House Staff Agreement.

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

The criteria for annual advancement in each Postgraduate Program, shall be specified, maintained current, documented, and communicated to house staff at the beginning of each academic year.

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

In general, the Postgraduate Program level of each house officer 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, house staff must satisfy the following requirements with regard to registrations, permits, and licenses:

1. For promotion to PGY 2, the house officer 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 house officer who does not obtain a permit, prior to the commencement of the academic year in which the house officer 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 house officer 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 house officer should have passed the United States Medical Licensing Exam (USMLE) Step 3 or the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level III. A house officer 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 house officer has used up his or her five (5) years of eligibility for registration/permit in the State of New Jersey, 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 from further participation in the Postgraduate Program at the conclusion of the last academic year in which the house officer participated.

Each Postgraduate Program may require its house staff to obtain New Jersey licensure, if eligible, prior to (i) a house officer'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. House Staff Agreement.

All House Staff Agreements shall be for a term of one (1) year, and each house officer 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 house officer's participation in a Postgraduate Program shall be in accordance with his or her House Staff Agreement and Policy No. 2.7.