



<b>TITLE: Resident/Fellow Physician Eligibility, Recruitment and Selection Policy</b>	
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<i>DIO:</i> Jeffrey R. Boscamp, MD	<i>Date DIO Approved:</i> 6/19/2017
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## **SCOPE**

This policy applies to all Hackensack University Medical Center (HUMC) sponsored residency and fellowship training programs, both accredited and non-accredited. The term “resident” refers to all graduate trainees (intern, resident, fellow) enrolled in a postgraduate training program sponsored by HUMC.

## **PURPOSE**

To ensure fair and consistent consideration and decision-making for all Resident applicants to HUMC sponsored residency and fellowship training programs.

## **POLICY**

Recruitment and selection of program applicants is performed by the respective Training Program Director, responsible faculty, and departmental leadership under the oversight of the Graduate Medical Education Committee (GMEC) and the Academic Affairs Office.

Each HUMC sponsored residency and fellowship training program must develop a program-specific eligibility and selection policy consistent with this policy as well as applicable specialty-specific eligibility requirements as specified by the ACGME, CODA, CPME, ABMS specialty board, specialty society, and/or other accredited body.

The program policy, as well as the Program’s aims, must be made available to all interested applicants.

HUMC, in partnership with each of its Programs, will engage in practices that focus on ongoing, mission-driven, systematic recruitment and retention of diverse and inclusive workforce of Residents, while maintaining compliance with New Jersey State Law and the Resident’s employer policies addressing diversity in recruitment.

Training Program Directors must comply with the criteria for Resident eligibility for appointment as follows:

### **Eligibility Requirements**

#### ACGME Residency

An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program:

graduation from a medical school in the United States or Canada, accredited by the Liaison Committee on Medical Education (LCME) or graduation from a college of osteopathic medicine in the United States, accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOACOCA); or,

graduation from a medical school outside of the United States or Canada, and meeting one of the following additional qualifications:

holding a currently valid certificate from the Educational Commission for Foreign Medical Graduates (ECFMG) prior to appointment; or,

holding a full and unrestricted license to practice medicine in the United States licensing jurisdiction in which the ACGME-accredited program is located.

All prerequisite postgraduate clinical education required for initial entry or transfer into ACGME-accredited residency programs must be completed in ACGME-accredited residency programs, AOA approved residency programs, Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency programs located in Canada, or in residency programs with ACGME International (ACGME-I) Advanced Specialty Accreditation.

Residency programs must receive verification of each resident's level of competency in the required clinical field using ACGME, CanMEDS, or ACGME-I Milestones evaluations from the prior training program upon matriculation.

### ACGME Fellowship

An applicant must meet one of the following qualifications to be eligible for appointment to an ACGME-accredited program:

Option 1: All required clinical education for entry into ACGME accredited fellowship programs must be completed in an ACGME accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSC)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.

Option 2: All required clinical education for entry into ACGME-accredited fellowship programs must be completed in an ACGME-accredited residency program or an AOA-approved residency program.

All Fellowship programs must receive verification of each entering Resident's level of competence in the required field, upon matriculation, using ACGME, ACGME-I, or CanMEDS Milestones

evaluations from the core residency program.

#### *ACGME Eligibility Exception*

An ACGME Review Committee may allow exceptions to the residency and fellowship eligibility requirements.

Eligibility decisions by the Review Committee can be found [here](#).

Eligibility Exception criteria can be found here:

[Residency](#)

[Fellowship](#)

Exceptions for Exceptionally Qualified Applicants must be documented in each program's eligibility and selection policy, and any requests for exception submitted by the program director in writing to the GMEC for review prior to offering a position to/ranking an applicant. The requests must address the criteria for exception and verify that the program's Clinical Competency Committee will complete an evaluation of applicant's performance within 12 weeks of matriculation.

The GMEC is responsible for reviewing all exceptionally qualified candidates for resident/fellow appointments who do not satisfy the Sponsoring Institution's resident/fellow eligibility policy and/or resident/fellow eligibility requirements in the Common Program Requirements. Programs should contact the Designated Institutional Official and/or designee to request GMEC review.

#### *Licensure Eligibility*

An applicant 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 (NJBME). Candidates must be graduates of a medical school accredited by the Liaison Committee on Medical Education (LCME), the American Osteopathic Association (AOA), or the WHO-sanctioned World Directory of Medical Schools.

- a) For admission to the first postgraduate year (PGY-1), the applicant must qualify for registration with the NJBME as defined in NJBME regulations.
- b) For admission to PGY-2 and subsequent years, the applicant must qualify for a permit issued by the NJBME as defined in NJBME regulations 13:35-1.5(c) and 12:35-1.5(l).
- c) For admission to PGY-3 and subsequent years, the applicant must have passed United States Medical Licensing Examination (USMLE) Step 3, or Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level III.
- d) For admission to any postgraduate year after the applicant has used up their five years of eligibility for registration/permit in the State of New Jersey, the applicant must have a New Jersey medical license. All Residents at the PGY-6 level or above are required to obtain a NJ State medical license.
- e) For Residents that have held an active or inactive permit and/or license in any other state

outside of New Jersey and are seeking admission to PGY-4 and subsequent years, must obtain a New Jersey medical license.

### CODA Dentistry Residency

For CODA-accredited dentistry residency programs, eligible applicants must be graduates from:

Predoctoral dental programs in the U.S. accredited by the Commission on Dental Accreditation;  
or,

Predoctoral dental programs in Canada accredited by the Commission on Dental Accreditation of Canada; or,

International dental schools that provide equivalent educational background and standing as determined by the program

### *Licensure Eligibility*

An applicant must have satisfied the requirements to obtain a Resident dental permit in the State of New Jersey under the regulations promulgated by the New Jersey Board of Dentistry.

### CPME Podiatric Medicine Residency

For CPME-accredited podiatric residency programs, eligible applicants must be graduates from:

A college of podiatric medicine accredited by the Council on Podiatric Medical Education.

All applicants shall have passed the Parts I and II examinations of the National Board of Podiatric Medical Examiners prior to beginning residency.

### *Licensure Eligibility*

A license and/or permit is not required in the State of New Jersey.

### Non-US citizens

Non-US citizen applicants must have U.S. legal permanent residence or a valid Employment Authorization Document (EAD) that can be extended to cover the training period or be eligible to apply for a F-1 OPT or J-1 visa.

### **Recruitment**

All Programs are required to use the Electronic Residency Application Service (ERAS) or other centralized application service if available in their specialty to accept applications to the Program. Programs in specialties that do not use a centralized service may have applicants apply directly to the

program.

All Programs are required to participate in the National Residency Matching Program (NRMP) or other organized matching program where available in their specialty.

NRMP Match: Training Program Directors and Program Coordinators are required to review the terms and conditions of the Match Participation Agreement annually and comply with applicable Match policies, including:

- All-In Policies for the Main Residency Match and applicable Fellowship Matches.
- Waiver and Violation policies.

This information must also be shared with all participating members of the Program's interview process.

## **Selection**

Programs must select residents/fellows among eligible applicants on the basis of training program-related criteria such as their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity, as well as professionalism.

Applicants may not be discriminated against on the basis of race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, veteran, or any other applicable legally protected status.

Applicants invited to interview for a position must be informed in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME, CODA, CPME -accredited program, either in effect at the time of the interview or that will be in effect at the time of the applicant's eventual appointments. This includes stipends, benefits, vacation, leaves of absence, professional liability coverage, and disability insurance accessible, and health insurance accessible to eligible dependents.

Programs must provide applicants who are offered an interview with information related to their eligibility for the relevant specialty board examinations.

Any questions regarding this policy and procedure may be referred to the Resident's Designated Institutional Official and/or designee.