
TERMS AND CONDITIONS OF EMPLOYMENT

Revised/Effective: September 1, 2009
Reviewed: October 9, 2009
Supersedes: "Terms and conditions of employment"
Originally adopted: 01/12/01
Approved by: Graduate Medical Education Committee
Web address: <http://gme.med.nyu.edu/about-gme/gme-policies-and-forms/graduate-medical-education-policies-and-procedures>
Applies to: House Staff Officers enrolled in all specialty and sub-specialty programs

I. Preamble

The first condition for appointment is successful completion of the credentialing and employment processes. Trainees must be able to furnish all required credential documents and be legally employable. All House Staff Officers are required to undergo and pass a drug toxicology screening, pre-employment background check, and fingerprint investigation prior to beginning work.

II. Definitions

- A. **GME** – Office of Graduate Medical Education
 - B. **CIR** – Committee of Interns and Residents
 - C. **LOA** – Leave of Absence
 - D. **NYULMC** – New York University Langone Medical Center (including New York University School of Medicine, Tisch Hospital, Rusk Institute and Hospital for Joint Disease)
 - E. **House Staff Officer** – In this document, all references to House Staff Officers include trainees in specialty and subspecialty programs, whether or not ACGME-accredited.
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III. Policy

- A. **Financial Support** - The educational stipend for 2009-2010, based upon the level of postgraduate training, and subject to all applicable withholdings, is shown in the table below.

	Bellevue	NYULMC
	Salary w/ Meal Stipend	Salary
	eff. 10/26/09	eff. 1/1/2010
PGY 1	\$ 58,758	\$ 57,755
PGY 2	\$ 61,068	\$ 60,020
PGY 3	\$ 65,689	\$ 64,550
PGY 4	\$ 67,865	\$ 66,683
PGY 5	\$ 69,769	\$ 68,551
PGY 6	\$ 71,535	\$ 70,282
PGY 7	\$ 75,068	\$ 73,746
PGY 8	\$ 76,577	\$ 75,226
Chief Diff	\$ 3,981	\$ 3,000

- B. **Licensure** - NYULMC policy on licensure is more restrictive than that of New York State. A full description of the Licensure Policy can be viewed at <http://gme.med.nyu.edu/about-gme/gme-policies-and-forms/graduate-medical-education-policies-and-procedures>.
- a. House Staff Officers entering a NYU sponsored subspecialty fellowship; a New York State License must be obtained either before the training start date or within 60 days of training start date.
 - i. House Staff Officers may obtain a NYS Limited Permit in lieu of a license only if they do not meet citizen requirements and / or is an American citizen who graduated from a foreign medical school but does not have three years of post-graduate training.
 - b. House Staff Officers currently in a NYU residency program and transferring into a subspecialty fellowship must obtain a license or limited permit prior to starting the fellowship.
 - c. House Staff Officers in a non-ACGME accredited training program must have a valid NYS License (or a Limited Permit as per above) and are required to maintain current registration for the entire training period.
 - d. A valid NYS Medical License (or limited permit if not eligible for license) is required for:
 - i. All Oral Surgery trainees PGY-1 and higher
 - ii. All H1B Visa trainees PGY-2 and higher
- C. **USMLE Step 3** - All House Staff Officers must take and pass USMLE Step 3 prior to beginning their final year of residency and provide acceptable documentations of such. This will include applicant House Staff that are entering their final year with a NYU sponsored Residency Training program. Foreign National Graduates are required to take and pass USMLE Step 3 to be eligible for an H1B Visa. A full description of the Licensure Policy can be viewed at <http://gme.med.nyu.edu/about-gme/gme-policies-and-forms/graduate-medical-education-policies-and-procedures>.

- D. **Payroll/Union** - As noted above, there are two separate major payroll systems: NYULMC (Tisch, VA and Hospital for Joint Diseases) and Bellevue Hospital Center. House Staff Officers are initially placed on one of the two payrolls as determined by their program and, for the sake of parity, will rotate between the Bellevue and NYULMC payrolls throughout their training period. The payroll changes occur no more frequently than at yearly intervals. When a House Staff Officer rotates between hospital payrolls, their benefits change with the rotation, but coverage is always continuous. House Staff Officers health benefits are fully covered at all times during the payroll switch. While on Bellevue payroll, House Staff Officers are required to join the union, Committee of Interns and Residents (CIR). If you have any concerns regarding benefits coverage or any related pay issues, please feel free to discuss them during your interview or at anytime. For further information you may also contact the NYU Office of Graduate Medical Education at 212-263-5506.
- E. **Vacation** – House Staff Officers are entitled to four (4) weeks paid vacation per annum. Such vacation shall be taken at a time in agreement with the provisions of the vacation policy of the Residency Training Program and the annual rotation schedule. Vacation time is not accruable and will not be paid out if not taken during a given academic year.
- F. **Leave** – House Staff Officers are entitled to medical, family, personal and educational leaves. A full description of the Time-Off and Leave of Absence Policy can be viewed at <http://gme.med.nyu.edu/about-gme/gme-policies-and-forms/graduate-medical-education-policies-and-procedures>. Credit toward completion of the Residency Training Program requirements, with respect to leave time, shall be determined by the program's individual policy on the effect of taking a LOA on completion of the program.
- G. **Professional Liability Insurance** - The House Staff Officer shall be provided with professional liability insurance coverage for the duration of training. Such coverage shall provide legal defense and protection against awards from claims reported or filed after the completion of the residency Training Program if the alleged acts or omissions are within the scope of the Residency Training Program. Such insurance coverage does not extend to outside employment.
- H. **Medical and Disability Insurance** - Medical and disability insurance benefits will be made available to the House Staff Officers in accordance with the medical and disability insurance employee benefits of NYULMC or Bellevue Hospital Center depending on which institution has the House Staff Officers on its payroll at the time. The medical and disability insurance benefits are described in the new employee orientation materials of each hospital.
- I. **Benefits Websites** – House Staff Officers can obtain an overview of Bellevue benefits by visiting www.nyc.gov/html/olr for up-to-date information. Current House Staff Officers can obtain an overview of NYULMC Benefits via www.nyuonsitehealth.org by using their Kerberos ID and password and clicking on the Human Resources Portal. Perspective applicants can view Plan Comparison Summaries for the Dental and Medical of NYU Benefit options at <http://gme.med.nyu.edu/about-gme/gme-policies-and-forms/graduate-medical-education-policies-and-procedures>.
- J. **Housing Information** – Applications and updated housing information will be provided in the packets mailed after the Match, to each new resident and clinical fellow. Applications and information can be downloaded from <http://redaf.med.nyu.edu/housing>. Housing priority is given to PGY 1 and PGY 2 relocating from out-of-town. However, after a random pick, most will not receive a housing offer due to limited availability. New residents not offered housing may re-apply and go on a waiting list.

All NYULMC students and staff may access the off-campus housing website <http://redaf.med.nyu.edu/och>. That site includes relocation information, including a link to CitiHabitats, a real estate agency which discounts its commissions for NYU affiliates. If current House Staff Officers log in with the Kerberos I.D. and password, they can also access information on a lease guaranty program.

- K. **Meals and Laundry** – Both Bellevue and NYULMC include an annual meal allowance of \$2,900 included in the annual salaries stated above. Lab coats and scrubs are supplied and laundered by the hospitals for program trainees.
- L. **Copy of Contract** - A sample copy of the House Staff Training Program Contract and the House Staff Manual are available for review at: <http://gme.med.nyu.edu/about-gme/gme-policies-and-forms/graduate-medical-education-policies-and-procedures>
- M. **Infection Control Requirement** - Those required to complete an infection control training course are:
 - a. All House Staff Officers who are PGY-4 and higher
 - b. House Staff Officers who train at affiliated institutions which require infection control training.
- N. **Background Information** - Several conditions must be met before a House Staff Officer can begin training
 - a. **Toxicology screening.** This is done no more than five weeks before the start date
 - b. **Background investigation.** You must supply your social security number, driver's license (when applicable), and previous addresses for the past seven years.
 - c. **New York State's Child Abuse Registry.** House Staff Officers who will have contact with the pediatric population must successfully clear this investigation.
 - d. **Fingerprinting.** All House Staff Officers who rotate through the VA Hospital will be fingerprinted. House Staff Officers on the Bellevue Hospital payroll must be fingerprinted and a second background check is conducted by the New York City Health and Hospitals Corporation. The associated fee (currently \$94.25) for fingerprinting at Bellevue Hospital will be taken out of the House Staff Officer's first paycheck.