



**NYU Hospitals Center and  
New York University School of Medicine**

*Effective Date:* 07/01/2017

*Reissue Date:* 03/23/2017

*Issuing Department:*

*Graduate Medical Education*

*Terms and Conditions of Employment for Page: 1 of 5  
Dental Residency and Fellowship Programs*

## **I. Summary of Policy**

This policy excludes the Oral Maxillofacial Surgery Programs. The first condition for appointment is successful completion of the credentialing and employment processes as described in the Credentialing of House Staff Officers policy. The Credentialing Policy can be found in the GME Website under Policies and Procedures. House Staff Officers 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. Following initial appointment, House Staff Officer annual reappointment is dependent upon the successful completion of the advancement checklist and the satisfactory demonstration of clinical competence and professional standards, including completion of learning modules required by the affiliate hospitals. Any resident not completing the required modules will be required to petition the GME office for an extension of the deadline with the support of the program director in order to continue training without interruption.

## **II. Definitions (if applicable)**

- A. **CODA** – Commission on Dental Accreditation
- B. **GME** – Office of Graduate Medical Education
- C. **House Staff Officer** – In this document, all references to House Staff Officers include trainees in specialty, subspecialty and non-specialty dental residency programs, whether or not CODA accredited.
- D. **LOA** – Leave of Absence
- E. **NYULMC** – New York University Langone Medical Center (including New York University School of Medicine and NYU Hospitals Center).
- F. **NYU Lutheran** – the NYU Lutheran Medical Center site of NYU Hospitals Center in Brooklyn, NY.



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### III. Policy

A. **Financial Support** - The educational stipend effective July 1<sup>st</sup>, 2017 is shown in the table below.

Dental Program	Year in Program	NYU Lutheran Salary
General Practice Residency	PGY1; PGY2	\$63,592; 68,082
Orofacial Pain	PGY1; PGY2	\$63,592; 68,082
Pediatrics Dentistry	PGY1; PGY2	\$63,592; 68,082
Dental Anesthesia	PGY1; PGY2; PGY3	\$63,592; 68,082; 71,754
Orthodontics	ALL	\$25,000
Periodontics	ALL	\$25,000
Endodontics	PGY1; PGY2	\$37,652; 42,075
Dental Public Health	ALL (excludes international Graduates)	\$50,000
Dental Public Health	International	\$30,000
Advanced Education in General Dentistry	1	\$40,000
Advanced Education in General Dentistry	2	\$45,000
Advanced Education in General Dentistry	International Graduates	\$25,000
Chief Stipend		\$3,000

B. **Licensure** – All dental residents must assume responsibility and related registration fees for securing an unrestricted license or a limited permit/temporary license to practice dentistry within the residency program, prior to beginning the residency program, in those states where the state’s board of dentistry sets such a requirement. Dental residents are responsible for the registration licensing fees. They must be registered prior to the residency training program start.



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- C. **Payroll** - The dental residents will be paid an annual salary less applicable deductions and taxes.
- D. **Vacation** – House Staff Officers are entitled to four 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. Use of vacation is important to the well being of every resident and therefore, every resident is encouraged to use all of their vacation time during the year. For Academic Year 2017/2018; If there are circumstances where a Dental resident is unable to do so due to patient care or operational coverage which is validated by the program director, unused vacation time will be paid upon termination. Unused vacation may not be carried over to the next year, so in cases where there is unused vacation, it will be paid out in the last check prior to advancement to the next salary level. This provision will be re-evaluated prior to recruitment for 2018/2019.
- E. **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 on the GME website,<sup>1</sup> under the “Policies and Procedures” section. 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.
- F. **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, such as moonlighting.
- G. **Medical and Disability Insurance** - In accordance with NYUHC policy, dental residents shall be eligible to participate in the NYUHC benefits program, which includes hospital,

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<sup>1</sup> <http://www.med.nyu.edu/gme/policies-procedures/policies>



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medical, dental, prescription drug and optical coverage, as well as term life and short and long term disability insurance coverage.

H. **Benefits Websites** – House Staff Officers can obtain an overview of Bellevue benefits by visiting <http://www.nyc.gov/html/olr> for up-to-date information. Current House Staff Officers can obtain an overview of NYULMC Benefits via <http://www.atnyulmc.org> by using their Kerberos ID and password and clicking on the Human Resources Portal.

I. **Housing Requirements** –Dental Residents with on-call responsibilities must live within 20 minutes of the site.

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 access information on a lease guaranty program.

Transportation: Dental resident is responsible to undertake the required commute, as well as, for commuting expenses between the clinical training site and/or the didactic site and additional clinical training sites for rotations

Additional fees: Dental resident is responsible for any registration or related fees imposed by the clinical training site(s).

J. **Book and Conference Stipend Reimbursement** – Educational leave time for attendance at appropriate educational seminars and/or specialty or license exam shall be granted up to four (4) days per contract year, with the prior approval of the Program Director, or designee. The program requires, in advance, evidence of the Resident’s registration and/or attendance at the educational seminar and/or specialty license exam. Resident may be eligible for reimbursement of certain educational expenses and board review expenses in accordance with Medical Center policy.

K. **Background Information** - Several conditions must be met before a House Staff Officer can begin training:



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- a. All credentialing requests for verification of eligibility (reference house staff credentialing policy link)
  - b. Toxicology screening: This is done no more than five weeks before the start date
  - c. Background investigation: House Staff Officers must supply their social security number, driver's license (when applicable), and previous addresses for the past seven years.
  - d. New York State's Child Abuse Registry (SCR): SCR will be required by any NY State dental residents that participates in school health.
- L. **Residency Closure/Reduction.** The Director will inform the House Staff Officer of any adverse accreditation actions taken by, CODA against the House Staff Officer's training program or of any decisions by NYU to reduce the size of or to close the training program within a reasonable period after such action is taken. In the event of a training program reduction or closure, NYU either will allow the House Staff Officer to complete his/her training at NYU or will assist the House Staff Officer in enrolling in a CODA accredited program that will allow the House Staff Officer to continue his/her training.