



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

Issuing Department:

Graduate Medical Education

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I. Summary of Policy

This Policy includes 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. **ACGME** – Accreditation Council for Graduate Medical Education
- B. **CODA** – Commission on Dental Accreditation
- C. **AOA** – American Osteopathic Association
- D. **CIR** – Committee of Interns and Residents
- E. **CPME** – Council on Podiatric Medical Education
- F. **GME** – Office of Graduate Medical Education
- G. **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 ACGME, AOA, CPME or CODA accredited.
- H. **LOA** – Leave of Absence
- I. **NYULMC** – New York University Langone Medical Center (including New York University School of Medicine and NYU Hospitals Center).



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J. **NYU Lutheran** – the NYU Lutheran Medical Center site of NYU Hospitals Center in Brooklyn, NY.

III. Policy

A. **Financial Support** - The educational stipend effective July 1st, 2017 based upon the level of postgraduate training, and subject to all applicable withholdings, is shown in the table below.

- a. If a House Staff Officer has completed or trained in an ACGME, AOA training, CODA or other accredited program, they will be placed at the Payroll level that equals the years completed in the accredited training program plus one.
- b. However, if the GMEC and the ACGME grant the exception to the eligibility requirement for the program that requires completion of a prerequisite residency program prior to admission, the trainee will be paid at the PGY level commensurate with the level of training that their non-accredited training is substituted for.

	NYU BASE RATE (effective 7/1/17, including meal stipend)	Bellevue Salary (effective 7/1/17, including meal stipend)	NYU Lutheran Salary (effective 7/1/17, excluding meal stipend)
PGY 1	\$ 65,676.59	\$ 64,868.89	\$63,592
PGY 2	\$ 68,251.97	\$ 67,431.97	\$68,082
PGY 3	\$ 73,403.89	\$ 72,559.17	\$71,754
PGY4	\$ 75,829.68	\$ 74,972.66	\$75,625
PGY 5	\$ 77,952.84	\$ 77,084.87	\$79,417
PYG 6	\$ 79,921.76	\$ 79,045.36	\$82,593
PGY 7	\$ 83,860.79	\$ 82,964.24	\$86,429
PGY 8	\$ 85,543.30	\$ 84,638.3	
Chief Resident Differential	\$4,000	\$4,164	\$3,000



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- c. In the event the number of FTE Chiefs exceeds the number of allotted differentials, the program differential will be pooled and divided equally among the Chiefs. At the discretion of the Director, the differential may be prorated among Chiefs when the duration of a Chief Resident's term of appointment as Chief Resident is less than one year.
- B. Licensure** – NYU Health System policy on licensure is more restrictive than that of New York State. A full description of the Licensure Policy can be viewed on the GME website,¹ under the “Policies and Procedures” section.
- a. For House Staff Officers in ACGME-accredited AOA- accredited programs:
 - i. A valid NYS Medical License (or limited permit if not eligible for license) may be required by individual program.
 - ii. For all House Staff Officers entering NYU-sponsored, ACGME-approved and AOA-approved post-graduate training programs, licensure is not required by New York State Law, because House Staff Officers fall under the “resident” exception of New York State Education Law 6526(1).
 - iii. A valid NYS Medical License is required for Moonlighting (refer to Moonlighting policy). Moonlighting credentialing is a lengthy process and House Staff Officers are encouraged to submit their applications early.
 - b. For House Staff Officers in CPME Accredited Programs

A valid limited permit is required to begin training.
 - c. For House Staff Officers in CODA Accredited Programs

A valid State License (or permit) may be required by the individual program or according to the training site's state licensure requirements.

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



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d. For House Staff Officers in Non-accredited Programs

- i. House Staff Officers in a non-accredited program **MUST** have a valid New York State License or a limited permit. House Staff Officers may not begin training without a license (or limited permit) and are required to maintain licensure for the entire training period.
- ii. House Staff Officers may obtain a limited permit in lieu of a license if:
 1. He/she does not meet citizenship requirements.
 2. He/she is an American citizen who graduated from a foreign medical school but does not have three years of post-graduate training. The limited permit will be acceptable until the trainee becomes eligible for a license and the license application can be processed.

C. **USMLE Step 3** - All House Staff Officers in ACGME-accredited programs must take USMLE Step 3 (or COMLEX-USA for DO's) prior to beginning their final year of residency, and must provide acceptable documentation of such. This will include applicant House Staff Officers that are entering their final year in 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 on the GME website,² under the "Policies and Procedures" section. All House Staff Officers in AOA-accredited programs must take and pass COMLEX 3 by the end of the PGY 2 year to continue training.

D. **CPME Programs** shall accept only graduates of colleges of podiatric medicine accredited by CPME. Applicants shall have passed the Parts I and II examinations of the National Board of Podiatric Medical Examiners.

² <http://www.med.nyu.edu/gme/policies-procedures/policies>



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- E. **Payroll/Union** - There are two separate major payroll systems: NYULMC (Tisch, VA, NYU Lutheran 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. For the sake of parity, House Staff Officers in NYU School of Medicine-sponsored training programs 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 Officer 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.
- F. **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 and will not be paid out if not taken during a given academic year.
- G. **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,³ 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.
- H. **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.

³ <http://www.med.nyu.edu/gme/policies-procedures/policies>



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- I. **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.
- J. **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.
- K. **Housing Information** – Applications and updated housing information will be provided via email 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 House Staff Officers relocating from out-of-town. However, after a random lottery, most House Staff Officers will not receive a housing offer through NYU 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 access information on a lease guaranty program.

L. **Meals and Laundry** –

- a. Both Bellevue and NYULMC have an annual meal allowance of \$2,900, included in the annual salaries stated above.
- b. NYU Lutheran House Staff Officers receive an annual meal allowance of \$1,440 via FreedomPay. Lab coats and scrubs are supplied and laundered by the hospitals for House Staff Officers.



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M. **Book and Conference Stipend Reimbursement** – The Book and Conference stipends were instituted to help offset expenses incurred during the trainees Academic Year by House Staff in relation to purchase of medical equipment or Conference presentation/attendance. To view the Book and Conference Policy, you may log in to the [Ellucid](#) website and view the Graduate Medical Education manual.

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

- 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): House Staff Officers who will have contact with the pediatric population must successfully clear this investigation. House Staff Officers in the following programs must complete the SCR during the hiring process:
 - i. Child & Adolescent Psychiatry
 - ii. Psychiatry
 - iii. Psychiatry – Addiction
 - iv. Psychiatry – Forensic
 - v. Psychiatry – Forensic (non-ACGME)
 - vi. Psychiatry – Geriatric Psychiatry
 - vii. Psychiatry – Psychiatry/Neurology
 - viii. Psychiatry – Psychosomatic Medicine



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ix. Psychiatry – Public Psychiatry

x. Psychiatry – Reproductive Psychiatry – Women’s Mental Health

- e. 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 \$89.75) for fingerprinting at Bellevue Hospital will be taken out of the House Staff Officer’s first paycheck.
- O. **Residency Closure/Reduction.** The Director will inform the House Staff Officer of any adverse accreditation actions taken by the ACGME, AOA, or CPME, 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 an ACGME, AOA, CPME, or CODA accredited program that will allow the House Staff Officer to continue his/her training.