I. Summary of Policy

NYULMC is committed to meaningful and enriching educational experiences for its House Staff Officers. This includes assurance that these House Staff Officers have the appropriate credentials to work in a clinical setting and be gainfully employed while assuring meaningful education, personal health and safety for patients. The ACGME, AOA, and CPME have established guidelines governing the selection of House Staff Officers enrolled in ACGME, AOA, and CPME approved programs. In addition, the NYS Department of Health and the affiliate hospitals of NYUSoM have set rules and regulations for House Staff Officers to be in compliance with these criteria.

II. Definitions (if applicable)

A. House Staff Officer - a physician who is enrolled in an accredited or non-accredited NYUSoM Training Program for a clinical specialty or subspecialty. This includes all Residents and Clinical Fellows.

B. NYUSoM Training Program – a specialty or subspecialty graduate training program at NYUSoM, which may be either an Accredited NYUSoM Training Program or a Non-Accredited NYUSoM Training Program.

C. Accredited NYUSoM Training Program - a NYUSoM Training Program that is accredited by ACGME, ABMS, AOA or any other recognized accrediting agency.

D. NYUHC – NYU Hospitals Center

E. NYUSOM - NYU School of Medicine

F. ACGME – Accreditation Council for Graduate Medical Education

G. AOA – American Osteopathic Association
H. CPME- Council on Podiatric Medical Education

I. **Sponsoring Institution** – NYUSOM and NYUHC

J. **ECFMG** – Educational Commission for Foreign Medical Graduates

### III. Policy

#### A. Institutional Responsibility to House Staff Officer Selection

1. The Sponsoring Institution must ensure that its ACGME, AOA, and CPME accredited programs select from among eligible applicants on the basis of their preparedness, ability, aptitude, academic credentials, communication skills, and personal qualities such as motivation and integrity. ACGME, AOA, and CPME accredited programs must not discriminate with regard to sex, race, age, religion, color, national origin, disability, or veteran status.

2. In selecting from among qualified applicants, it is strongly suggested that the Sponsoring Institution and all of its ACGME, AOA, and CPME accredited programs participate in an organized matching program, such as the NRMP, where such is available. This applies to all House Staff Officers matriculating within any NYU training programs in to any NYU training programs.

#### B. House Staff Officer’s Responsibilities – The House Staff Officer is required to comply with all requirements of each Affiliated Hospital to which she/he is assigned.

1. Credentialing: The House Staff Officer agrees to comply with each Affiliated Hospital’s credentials verification and appointments procedure. The House Staff Officer will not be permitted to begin a training program nor to receive any other benefits under this contract without having met such credentialing requirements. The requirements for each Incoming House Staff Officer will be listed on the Onboarding Checklist in New
Innovations. The Onboarding process has three checklists. The House Staff Officer must complete Credentialing and New Hire Checklists to begin training. The Benefits Checklist is not monitored, however, it includes useful information regarding certification, how to sign up for Benefits, etc. These requirements must be completed, and include but are not limited to:

a. Completion of application for house staff appointment: The House Staff Officer must submit all the requested information to the NYU Office of Graduate Medical Education prior to the House Staff Officer beginning training;

b. Proof of graduation from medical school (this includes both Final Transcripts & Diploma indicating degree);

c. ECFMG Certification if the House Staff Officer is an International Medical School Graduate;

d. Documentation of identity and right to work, including fingerprinting and background checks as required by any of the Affiliated Hospitals; and

e. Proof of compliance with NYU’s immunization policy.

f. Completion of all required web based modules.

2. Licensure - A valid New York State medical license is required (or limited permit) if the Fellow is not eligible for a License. (Note: Failure to take and/or pass USMLE Step 3 does not determine “eligibility.” See “Licensure Requirements for House Staff,” Sections V and VI.) If the Fellow is entering a non-accredited training program, must be obtained before training can begin. This license must be obtained before training can begin. The Resident agrees to abide by NYU’s Licensure Policy in addition to the New York State licensure requirements for physicians in training, which can be found at: http://www.op.nysed.gov. NYU’s policy on licensure is more restrictive than that of
New York State. A full description of NYU Licensure Policy can be viewed at on the GME website,¹ under the “Policies and Procedures” section. House Staff Officers in an accredited program are not required to obtain a NYS license or limited permit, however, the program may require it outside the GME office credentialing process.

3. **Employment** – All employment requirements must be satisfied prior to commencement of training. These include, but are not limited to, satisfaction of all pre-employment employee health requirements, successful completion of all background check processes, (questionnaires, fingerprinting, etc.), passing a urine toxicology screening test, and completion of the I-9 (employment eligibility form).

   a. Failure to satisfactorily complete the credentialing process nullifies the contract and is not subject to appeal.

   b. All aspects of credentialing and employment must be satisfied to obtain ‘clearance’ to begin training.

   c. Missed training time may result in an extension of the training program in order to satisfy training requirements, in accordance with the program policy.

4. **Eligibility** – Applicants with one of the following qualifications are eligible for appointment to ACGME and AOA accredited programs:

   a. Graduates of medical schools in the United States and Canada accredited by the LCME.

   b. Graduates of colleges of osteopathic medicine in the United States accredited by the AOA.

¹ gme.med.nyu.edu
c. Graduates of medical school outside the United States and Canada who meet one of the following qualifications:

i. Have received a currently valid certificate from the ECFMG prior to appointment; or,

ii. Have completed a Fifth Pathway Program provided by an LCME-accredited medical school.

5. **Eligibility** – Applicants with one of the following qualifications are eligible for appointment to CPME accredited programs:
   
   i. The institution shall accept only graduates of colleges of podiatric medicine accredited by the Council on Podiatric Medical Education.
   
   ii. All applicants shall have passed the Parts I and II examinations of the National Board of Podiatric Medical Examiners.

6. **Appointment** – The Office of GME tracks Clinical Year, Post Graduate Year (PGY) and Payroll Year. A House Staff Officer’s clinical year is the level of training that they are at in the training program. The PGY is the number of years in training since completing Medical School, plus one. The Payroll Year refers to the Stipend Level at which the House Staff Officer will be compensated.

7. **Reappointment** – Reappointment is dependent upon satisfactory demonstration of clinical competence and professional standards including satisfactory completion of learning modules as required by the affiliated 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. All advancing house staff officers are also required to complete the advancement checklist prior to reappointment. A House Staff Officer shall be appointed at the appropriate Payroll Level, which shall be determined as follows:

a. A House Staff Officer who has not completed at least one year of service in an ACGME and AOA approved training program shall be placed at Payroll Level 1.
b. A House Staff Officer who has completed one or more years of service in an ACGME and AOA accredited training program shall be placed at the Payroll Level which equals the years of completed training plus one (e.g., a House Staff Officer who has completed two years of a training program shall be paid as a Payroll Level 3 upon appointment).

c. In the event a House Staff Officer changes their specialty, a maximum of two years of credit will be allowed. (e.g., a House Staff Officer who has completed four years of a Pathology training program and has transferred to an Internal Medicine training program shall be paid as a Payroll Level 3).

d. If a House Staff Officer has completed or trained in a non-ACGME or non-AOA training program, they will be placed at the Payroll Level that equals the years completed in an ACGME and AOA accredited training program plus one. Please note: This will include non-ACGME or non-AOA Research Programs and Extra Year Chiefs in Medicine and Pediatrics.

e. Non-ACGME or non-AOA or CPME House Staff Officers may be paid in excess of the House Staff Payroll Scale, as the circumstance warrants at the discretion of the department.

C. Office of GME Responsibilities – The Office of GME will track the submission of all documents and completion of all processes to obtain the status of clearance and satisfaction of all credentialing items.